

Using PowerTeacher Pro



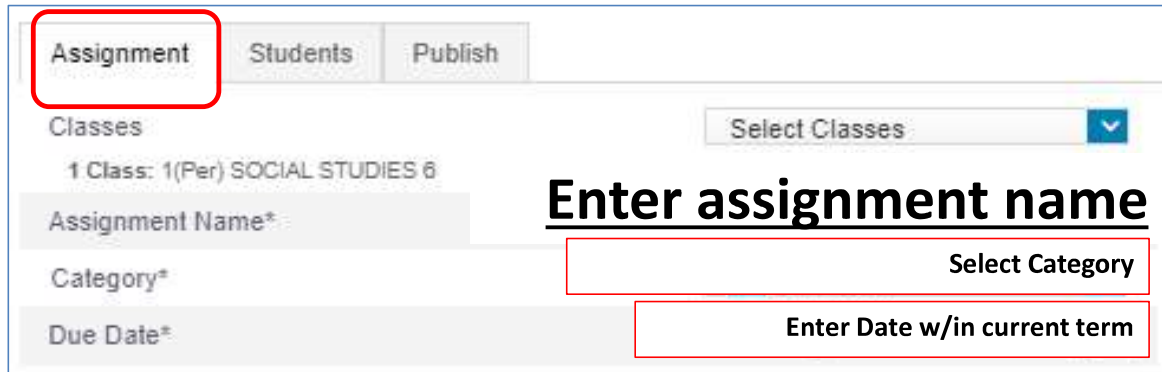
PowerSchool

- **Creating/Scoring Assignments**
- **Score Inspector**
- **Fill Scores**
- **Preview Grades**
- **Duplicating Assignment**
- **Show Dropped Students**

Creating an Assignment

From the Class Selector, choose the class for the assignment.

Click on  and select Assignment.



Assignment Students Publish

Classes

1 Class: 1(Per) SOCIAL STUDIES 6

Assignment Name*

Category*

Due Date*

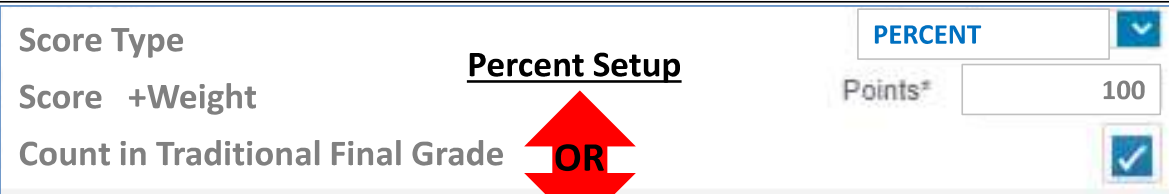
Select Classes

By default, the assignment will be created on the class that you are on. You can use the Select classes menu to create one assignment and attach it to multiple classes.

***Note:** If you used Select Classes to create an assignment and attach it to multiple classes, once you score them, you cannot delete the assignment from one of the classes without deleting scores from all the classes.

Traditional Grade Options:

Score Type and Assignment Point Value should already show. If it does not, you did not set up your category assignment defaults.

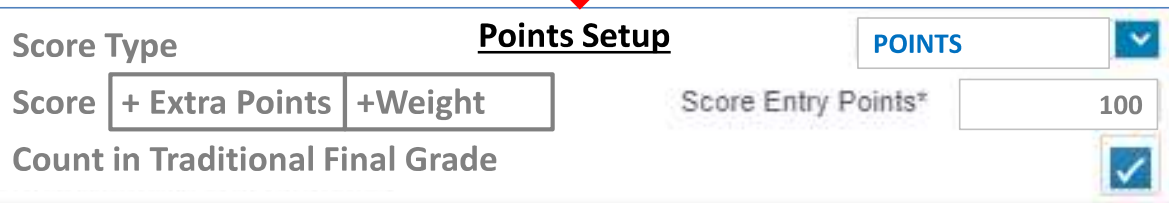


Score Type

Score +Weight

Count in Traditional Final Grade

OR



Score Type

Score

Count in Traditional Final Grade

Weighting Assignments

+Weight

You can use **+Weight** if your Score Type is Points or Percent. Weighting gives assignments, more value than others when determining final grades.

+Extra Points

You can use **+Extra Points** if your Score Type is Points. When used, the gradebook takes the total sum of points possible and extra points to determine the maximum points available..

Count in Final Grade: When setting up assignments, you can use the Count in Traditional Final Grade checkbox to indicate whether an assignment should be included in calculating final grades. The value set for a category is used as a default for all assignments within that category but may be overridden on an assignment-by-assignment basis.

CLICK ON SAVE AND CLOSE

Scoresheet & Score Inspector

Click on A+ Grading - Click on Scoresheet

Using the Scoresheet page, you can score assignments, and view and edit final grades.

Scoresheet – Q1

Student Names

STUDENTS (23)	COURSE GRADE	PUBLISHED W...	WORK ON
1.	A 99%	943/950	93
2.	A 98%	835/850	100
3.	A 95%	903/950	93
4.	A 100%	950/950	100
5.	B 87%	823/950	NTI
6.	A 91%	860/950	80
7.	A 99%	940/950	100
8.	A 99%	941/950	NTI
9.	A 95%	902/950	79
10.	A 96%	910/950	93
11.	A 90%	856/950	EXC
12.	A 99%	940/950	100

SCORE INSPECTOR

GEAR Icon: Select **Show Assignments from Most Recent**.

SCORE INSPECTOR: When you click in a score field for an assignment score, the **score inspector** window opens. This window provides you an opportunity to not only enter a score, but also add **score indicators**, **codes** and **comments**. These features allow you to apply additional information to a score that can provide more detail about a student's performance.

Gradebook

Score Indicators	Codes
70	NTI
70	EXC
85	ABS
100	INC
100	100

Codes dropdown: NTI, EXC, ABS, INC

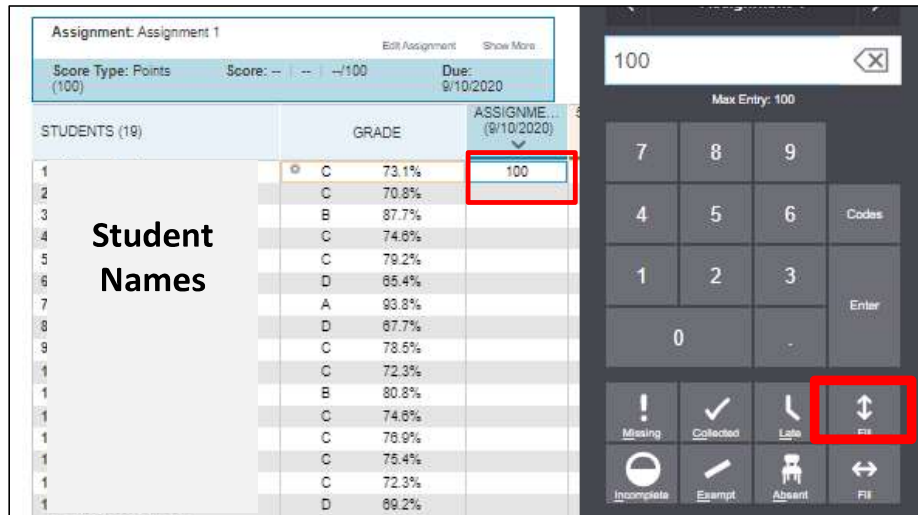
- **Score Indicators** – Missing (Orange), Collected (Green Check), Late (Red), Incomplete (Blue), Exempt (Purple /) and Absent (Green).
 - When score indicators are used with an assignment score, they **do not** impact a final grade.
- **Codes** – EXC, NTI, ABS, and INC
 - NTI & ABS **will** impact a final grade. When used for an assignment score, it equates to a zero.
 - EXC & INC **will not** impact a final grade.
- **Comments** – Quarter comments are put on the **homeroom** class.

The score indicators and codes show on the PowerSchool Parent Portal.

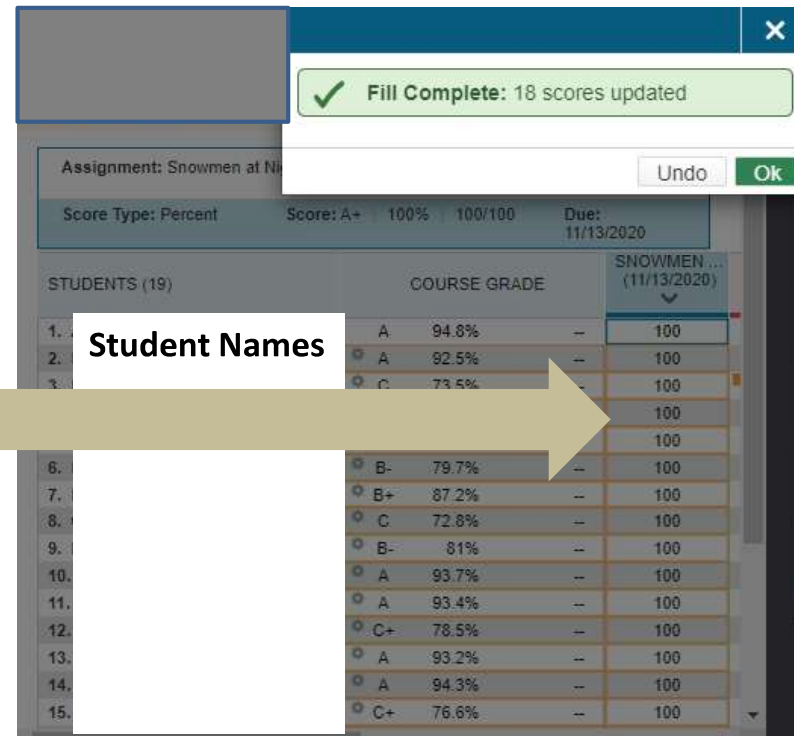
Fill Scores

Click on A+ Grading - Click on Scoresheet

- Click in a score field and enter a score.
- In the **Score Inspector** window, click on the Fill button.
- A **Fill Complete** message will appear. Click on **OK**.



STUDENTS (19)	GRADE	ASSIGNMENT (9/10/2020)
1	C	73.1%
2	C	70.8%
3	B	87.7%
4	C	74.6%
5	C	79.2%
6	D	85.4%
7	A	93.3%
8	D	87.7%
9	C	78.5%
1	C	72.3%
1	B	80.8%
1	C	74.6%
1	C	76.9%
1	C	75.4%
1	C	72.3%
1	D	89.2%



STUDENTS (19)	COURSE GRADE	SNOWMEN ... (11/13/2020)
1.	A	94.8%
2.	A	92.5%
3.	C	73.5%
		100
		100
		100
		100
6.	B-	79.7%
7.	B+	87.2%
8.	C	72.8%
9.	B-	81%
10.	A	93.7%
11.	A	93.4%
12.	C+	78.5%
13.	A	93.2%
14.	A	94.3%
15.	C+	76.6%

- Fill Scores can only fill **BLANK** cells.
- The **up/down** arrow indicates that if any student above or below your cursor has a blank score field, the score will **fill** those fields.
- The **left/right** arrow works for filling in scores for the student that you are on. If the score fields to the left or right are blank, they will be filled in with the score you are entering.

Preview Grades

Click on **A+ Grading** - Click on **Scoresheet**

Teachers now can preview how assignment scores will affect students' final grades.

Score Type: Percent Score: -- | -- | --/100 Due: 11/13/2020

STUDENTS (19) COURSE GRADE Assignment #1

STUDENTS (19)	COURSE GRADE	Assignment #1
1.	A 94.8%	-- 100
2.	⊗ A 92.5%	-- 100
3.	⊗ C 73.5%	-- 85
4.	⊗ C+ 78.3%	-- 85
5.	⊗ B- 81.3%	-- 100
6.	⊗ B- 79.7%	-- 90
7.	⊗ B+ 87.2%	-- 95
8.	⊗ C 72.8%	-- 100
9.	⊗ B- 81%	-- 80
10.	⊗ A 93.7%	-- 85
11.	⊗ A 93.4%	-- 75
12.	⊗ C+ 78.5%	-- 85
13.	⊗ A 93.2%	-- 90
14.	⊗ A 94.3%	-- 100
15.	⊗ C+ 76.6%	-- 100

Preview Grades Save

- Enter assignment score.
- Click on Preview Grades.
- Click on Save.

Duplicate an Assignment

Click on A+ Grading - Click on Assignment List

Click on Pencil next to the assignment name you want to duplicate.

CATEGORY	ASSIGNMENTS	SCORED	DUE DATE	SCORE TYPE	EDIT
Clas	1.Assignment #1	22 / 22 ✓	11/3/2020	Points pts: 100	
Clas	2.Assignment #2	22 / 22 ✓	11/3/2020	Points pts: 100	
Quiz	3.Assignment #3	22 / 22 ✓	10/23/2020	Points pts: 100	

- At the bottom of the assignment window, click on the **Duplicate** button.
- The original **Assignment Name** is automatically entered with a number appended at the end.
 - *In this **example**, you can see **_1** was added.*
- **EDIT** the assignments details .
- By using a date in a future quarter, the assignment will be duplicated (copied) to that quarter.
- Click on **Save and Close**.

Assignment Students Standards Publish

Classes Select Classes

2 Classes: 1(PER) 5th Grade English, 3(PER) 5th Grade Reading

Assignment Name* Assignment #3_1

Category* Quiz

Due Date* + Per Class Friday 10/23/2020

Traditional Grade Options

Score Type Points

Score + Extra Points + Weight Score Entry Points* 100

Count in Traditional Final Grade

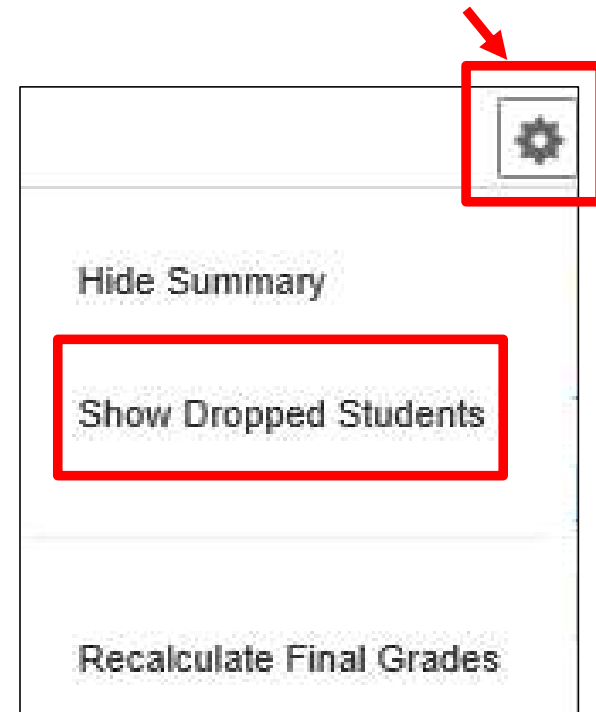
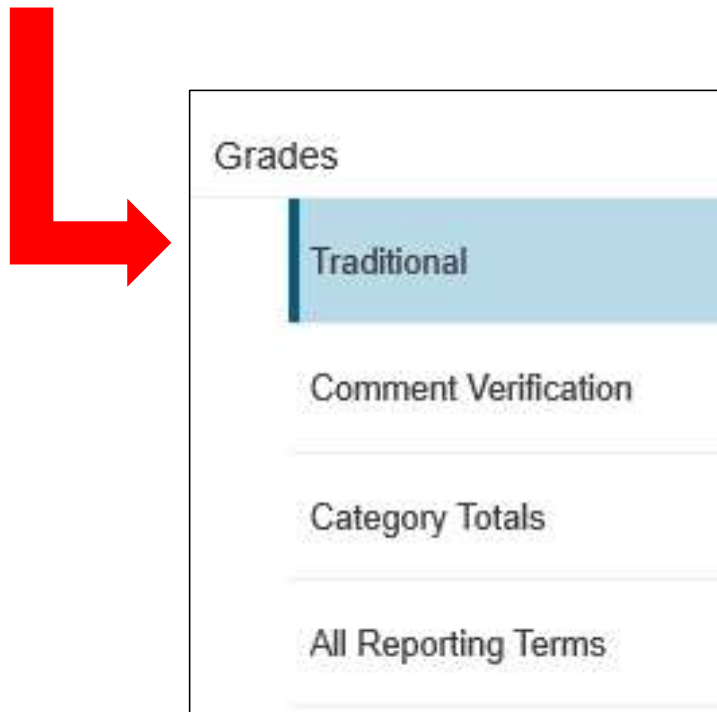
Description

Duplicate Save Save and Close

Show Dropped Students

Click on A+ Grading > Grades menu . . .

To see dropped students, use ANY of the pages in the **GRADES** menu, click on the Gear icon and select *Show Dropped Students*



To return to your active students, click on the Gear icon and select *Show Active Students*

Lock Reporting Terms

NOTE: If the quarter is over and a change is required, you will need to submit a request to your Associate Principal to unlock your gradebook.

Using PowerTeacher Pro

Accessing Individual Student Data



PowerSchool

- Assignments
 - Assignment Scores
 - Final Grade
 - Quarter Comment
- Demographics
- Quick Lookup - Traditional

Individual Student - Assignments

Click on Students – Click on a Student's Name

- Use the **Quick Menu** and select **Assignments**.
- The Term indicator determines how much information you are seeing.

Student Name Assignments

Q1 Course Grades

1(Per) SOCIAL STUDIES 6

C- 70.2%

Absent: -- Tardy: -- Missing: 4 Late: 3

Assignments

Assignment: Assignment #17

Score Type: Percent Score: A+ 100% 100/100 Due: 11/13/2020

ASSIGNMENT	SCORE	DUE DATE
1. Assignment #17	100	11/13/2020
2. Assignment #16	100	11/11/2020
3. Assignment #15	100	11/9/2020
4. Assignment #14		11/5/2020
5. Assignment #13	100	10/30/2020
6. Assignment #12	NTI	10/27/2020
7. Assignment #11	EXC	10/23/2020
8. Assignment #10	ABS	10/21/2020
9. Assignment #9	100	10/15/2020
10. Assignment #8	INC	9/30/2020
11. Assignment #7	80	9/29/2020
12. Assignment #6	85	9/28/2020
13. Assignment #5	85	9/25/2020
14. Assignment #4	100	9/24/2020
15. Assignment #3	92	9/20/2020
16. Assignment #2	100	9/14/2020
17. Assignment #1	100	9/11/2020

Rows/Page 100

Preview Grades Save

Good screen to use when meeting with a student or having a parent conference.

From this screen:

- See Score Indicators
- See Codes
- See Comments > *Assignment and end of quarter.*
- Click on the **blue** comment icon to display comment.
- Change an assignment score and select **Preview Grades** to see what impact it has on the final grade.
- You can change assignment scores and override a final grade using this screen.

If you need to see assignment information for a dropped student, you will click on the Students icon and when the window opens with student names, there will be a **Show Dropped** link at the top of that window. Click on the link, then click on the student's name.

Individual Student – Comment Log

Click on Students – Click on a Student's Name

Use the **Quick Menu** and select **Comment Log**

- You can use this window to view or edit a comment.
- Assignment and End of Quarter comments will show.
- If you need to edit the comment, go to the **GRADE/SCORE** column and click on the **BLUE** comment icon. When the Score Inspector window opens, edit the comment and click on **Save**.

TYPE/CATEGORY	COMMENT TEXT	GRADE / SCORE	DATE
	Class Grade: Q3 Easily distracted and/or inattentive in class Failed to complete missed work	D+ 66.7%	Q3

Legend
Icons - Assignment - Class Grade - Standard Grade

REMINDER:

- End of Quarter comments are to be select from the Comment Bank.
- Free-form, typed comments should only be used for assignment-level comments.

Using the Students screen - Demographics

- Click on **Students**
- Click on the student's name
- Use the **Quick Menu** and select **Demographics**

Student Name Demographics ▾

▼ Student Information

Personal Information

Name (Last, First Middle)	Home Phone		
Gender	Age	DOB	Ethnicity

Address

Street	City	State/Province	Postal Code
Area/Neighborhood			

Miscellaneous Information

Home Room	Permission to Photograph	Permission to Use Internet	Grade Level
Login ID	Student number	Lunch Number	State Student Number
School Counselor			

Contact Information

Contact 1	Contact 1 Email	Contact 1 Cell Phone	Contact 1 Home Phone
Contact 2	Contact 2 Email	Contact 2 Cell Phone	Contact 2 Home Phone

Individual Student – Quick Lookup

Click on Students – Click on a Student's Name

Student has had a schedule change within same school.

As the new teacher, you would like to see what grade(s) the student earned in the other class!

- Use the **Quick Menu** and select **Quick Lookup – Traditional**
- Go to the bottom of the screen and click on **Show Dropped Classes Also**.
- When the screen refreshes, you will see the student's old and new class. Listed will be the grades that the student earned with the other teacher.
- If a student transfers to your class:
 - End of Quarter - Enter the earned grade(s) from the other teacher into your gradebook as an override grade. This is done so that semester and final grades will average correctly.
 - During the quarter – Create an assignment and enter the transfer grade. Then, as the student completes additional assignments in your class, the grades will average for a final quarter grade.

Student Name - Quick Lookup - Traditional

Attendance By Class																	
Exp	Last Week					This Week					Course	Q1	Q2	Absences		Tardies	
	M	T	W	Th	F	M	T	W	Th	F				19-20	19-20	19-20	19-20
1(Per)	-	-	-	-	-	-	-	-	-	-	SOCIAL STUDIES 6	-	-	0	0	0	0
2(Per)	-	-	-	-	-	-	-	-	-	-	MS BEGINNING BAND	A-	A+	0	0	1	1
3(Per)	-	-	-	-	-	-	-	-	-	-	ACCEL MATH 6/7	C-	D+	0	0	0	0
4(Per)	-	-	-	-	-	-	-	-	-	-	FOUND OF FRENCH PT A	B-	B	0	0	0	0
5(Per)	-	-	-	-	-	-	-	-	-	-	ROAR	A+	A+	0	0	1	1
6(Per)	-	-	-	-	-	-	-	-	-	-	ENGLISH 6 (ADV)	F	B+	0	0	0	0
7(Per)	-	-	-	-	-	-	-	-	-	-	ADV LIFE SCIENCE	C	A	0	0	0	0
8(Per)	-	-	-	-	-	-	-	-	-	-	HEALTH and PE 6	A+	C+	0	0	0	0

The new Social Studies 6 class is visible, but where are previous grades?

Student Name - Quick Lookup - Traditional

Attendance By Class																	
Exp	Last Week					This Week					Course	Q1	Q2	Absences		Tardies	
	M	T	W	Th	F	M	T	W	Th	F				19-20	19-20	19-20	19-20
1(Per)	-	-	-	-	-	-	-	-	-	-	SOCIAL STUDIES 6 ACC	A	A+	0	0	0	0
1(Per)	-	-	-	-	-	-	-	-	-	-	SOCIAL STUDIES 6	95.3	97.5	0	0	0	0
2(Per)	-	-	-	-	-	-	-	-	-	-	MS BEGINNING BAND	A-	A+	0	0	1	1
3(Per)	-	-	-	-	-	-	-	-	-	-	ACCEL MATH 6/7	C-	D+	0	0	0	0
4(Per)	-	-	-	-	-	-	-	-	-	-	FOUND OF FRENCH PT A	B-	B	0	0	0	0
5(Per)	-	-	-	-	-	-	-	-	-	-	ROAR	A+	A+	0	0	1	1
6(Per)	-	-	-	-	-	-	-	-	-	-	ENGLISH 6 (ADV)	F	B+	0	0	0	0
7(Per)	-	-	-	-	-	-	-	-	-	-	ADV LIFE SCIENCE	C	A	0	0	0	0

After clicking on Show Dropped Classes Also, the previous Social Studies 6 class, with grades, is visible.

Show dropped classes also

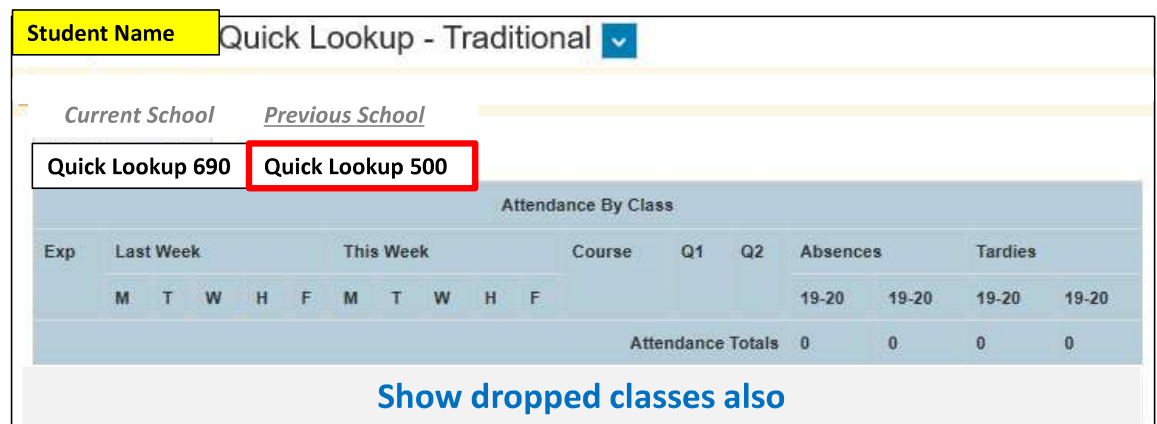
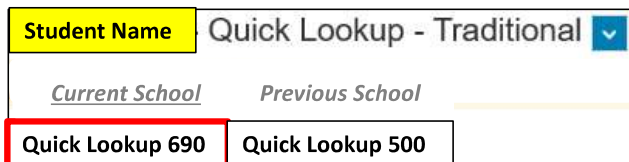
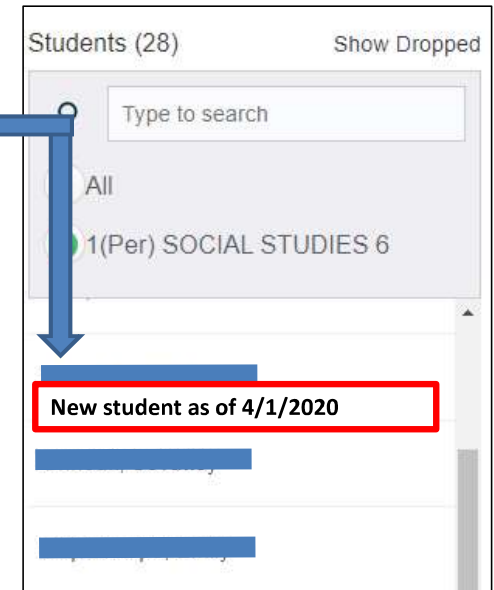
Individual Student – Quick Lookup

Click on Students – Click on a Student's Name

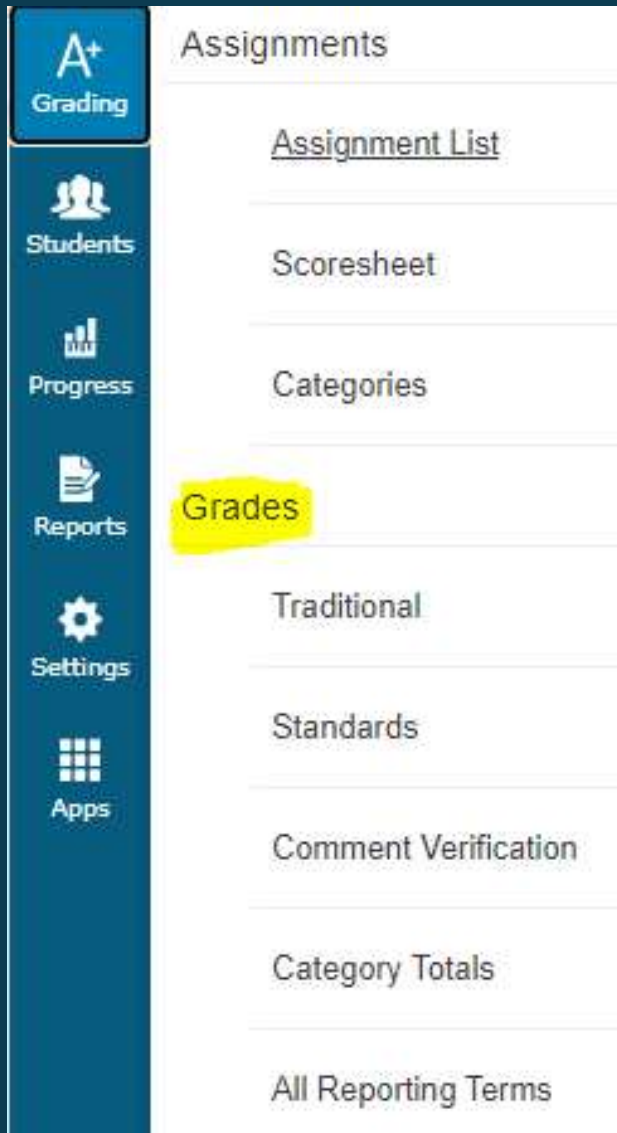
Student transferred to your school from **another** HCPS school.

As the new teacher, you would like to see what grade(s) the student earned.

- When you click on the new student's name, a temporary message will appear. ***New Student as of ##/##/####***
- Use the **Quick Menu** and select **Quick Lookup – Traditional**
- There will be **TABS** at the top of the screen.
 - The first tab is the student's **current** school. Any other tab listed is where the student was previously enrolled.
 - Click on the **other** school **TAB**.
- Click on **Show Dropped Classes Also**. A list of classes with grades will appear.



Using PowerTeacher Pro End of Quarter



A+ Grading Menu:

- Grades > Traditional
- Grade > Comment Verifications
- Grades > Category Totals
- Grades > All Reporting Terms

Other

- Override Final Grade
- Final Grade Status
- Lock Reporting Terms

End of Quarter: Grades>All Reporting Terms

Click on A+ Grading – Click on All Reporting Terms

- Use this screen to make sure that you have grades for all students, especially any that transferred into your class during the school year.
- View and work with students' final grades from all terms.
- Show Dropped Students – Find grades for a student that is no longer in your class.

Grades: All Reporting Terms - Q3

Class Grade: Q1 Calculation: Category Weighting
Grade Scale Type: (A+ - F) Grade: A 94.8% --

STUDENT (19)	Q1	Q2	X1	Q3
	B- 79.7%	A- 89.6%	--	B+ 88.0%
	B+ 87.2%	B 83.2%	--	A- 90.1%
	C 72.8%	B 84.2%	--	B- 81.4%
	D 65.7%	C+ 78.2%	--	B 83.0%
	Missing Grades	--	--	C 73.0%
	A 83.4%	C+ 78.2%	--	C 75.1%
	C+ 78.5%	B 84.4%	--	C+ 78.5%
	C+ 76.8%	A+ 97.4%	--	A 94.6%
	A 94.3%	A- 90.3%	--	B- 81.5%
	C 72.6%	C 73.9%	--	C- 70%
	A- 91.9%	B+ 88.3%	--	C 78%
	Missing Grades	--	--	A 98.3%
	A- 82.2%	B+ 85.8%	--	C- 69.6%
	B+ 87.4%	C+ 78.6%	--	C 74.4%

Page 1 of 2 Columns/Page 6

Preview Grades Save

Gear Icon

- Hide Summary
- Show Dropped Students
- Recalculate Final Grades

Use the blue bar to see terms out of view

Student Names

Missing Grades

Missing Grades

End of Quarter: Grades>Traditional Menu

Click on A+ Grading – Click on Traditional

- You can use this view to prepare for End of Quarter.
- View an entire class for absences, tardies, and missing/late/incomplete assignments.
- You can edit a Final Grade. (Override grades will appear with a black triangle icon.)
- **GEAR** Icon – Click on **Show Dropped** Students. View or edit information about students no longer in your class.

Grades: Traditional - Q1 ▼
1(Per) SOCIAL STUDIES 6

Class Grade: Q1 Calculation: Category Weighting
Grade Scale Type: (A+ - F) Grade: C- 70.2% | --

Gear Icon ⚙️ Q1 ▼

Hide Summary SHOW MORE

SHOW DROPPED STUDENTS

Recalculate Final Grades

STUDENT (19)	Q1	ATTENDANCE		ASSIGNMENTS	
		ABSENCES	TARDIES	MISSING	LATE
1. Student Names	C- 70.2%	--	--	4	3
2.	A 86.3%	--	--	--	--
3.	C 73.1%	3	--	1	--
4.	C+ 77.7%	2	--	--	--
5.	B- 81.5%	--	--	--	--
6.	B- 79.5%	--	--	--	--
7.	B+ 87.2%	--	--	--	--

Class Grade: Q1 Calculation: Category Weighting Show Less

Grade Scale Type: (A+ - F) Grade: C- 70.2% | --

Grade Scale Formula

Name: Default with Special Score Codes
Description: The A, B, C, D, and F Default Grading Scale with Special Score Codes. This is Grading Scale 1.

GRADE LABEL	DESCRIPTION	PERCENT CUTOFF	PERCENT VALUE
A+	Superior	98.5	0
A	Superior	92.5	0
A-	Superior	86.5	0
B+	Good	80.5	0
B	Good	82.5	0
B-	Good	79.5	0
C+	Average	78.5	0
C	Average	72.5	0
C-	Average	66.5	0
D+	Poor	68.5	0
D	Poor	64.5	0
N	No Grade	0	0
I	Incomplete	0	0

Class Grade: Q1 Calculation: Category Weighting Show Less

Grade Scale Type: (A+ - F) Grade: C- 70.2% | --

Grade Scale Formula

Q1: Category Weighting	ATTRIBUTE	WEIGHT	PERCENT
Category Weighting	Te		
Category Weighting	Qu		
Category Weighting	Cl		
Category Weighting	In		

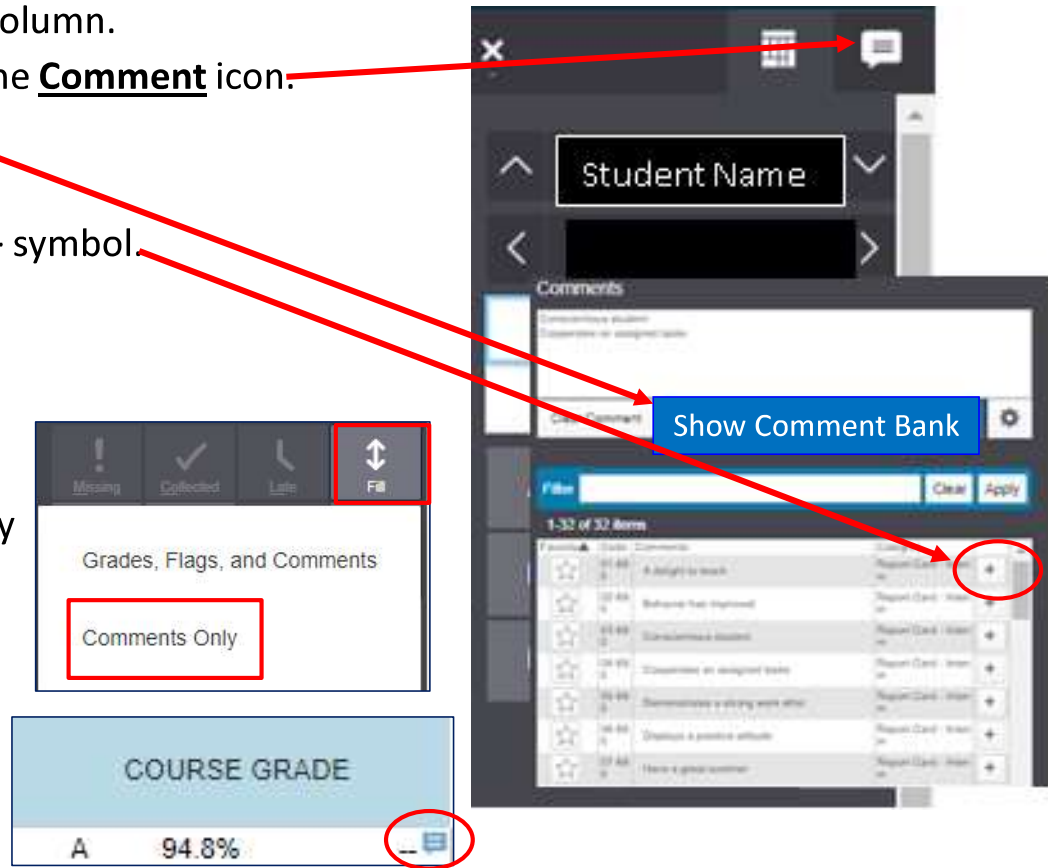
When you click on **SHOW MORE**, two tabs will display with the following information:

- **Grade Scale Type:** Displays the grade scale type.
- **Formula:** Displays the categories and percentages being used to calculate a final grade.

End of Quarter: Entering Comments

Click on A+ Grading – Click on Scoresheet

- For each class, you need to enter end of quarter comments.
- Each student can have up to two comments. If you select more than two, they will not show on a student's report card.
- A common place to enter comments is the Scoresheet page. Click on A+ Grading, click on Scoresheet.
- For the first student, click in the final grade column.
- Using the Score Inspector window, click on the **Comment** icon.
- Click on the **Show Comment Bank** button.
- Select up to **two** comments.
 - To select a comment, click once on the + symbol.
 - **Do not type comments in the box.**
- **Fill Up/Down** – If all (or the majority) will have the same comment, you can use the FILL option and select Comments Only. If any student(s) should not get the comment, you can change just that student's comment.
- A **blue icon** will appear in the final grade column.
- When finished, click on **SAVE**.



End of Quarter: Grades>Comment Verification

Click on A+ Grading – Click on Comment Verification

- Provides an overall view of the comments you selected for the students in your class.
- Use it to ensure that each student has an end of quarter comments.
- Use this screen to enter an end of quarter comment for a dropped student.
- Click on the Gear icon and select Show Dropped Students.

STUDENT (19)	Q1	COMMENT
1.	C- 70.2%	Cooperates on assigned tasks Displays a
2.	A 95.3%	Cooperates on assigned tasks Displays a
3.	C 73.1%	Cooperates on assigned tasks Displays a
4.	C+ 77.7%	Cooperates on assigned tasks Displays a positive attitude
5.	B- 81.5%	



Blue icon appears when a comment has been added.

****Reminder – Use Comment Bank for end of quarter comments. Do not type comments!***

End of Quarter: Grades>Category Totals

Click on A+ Grading – Click on Category Totals

- View, by class, a summary of grades by assignment category.
- Use to assess how students are performing in one category versus another.
- Overriding a final grade can be done on the Category Totals screen.

Grades: Category Totals - Q1 ▼
1(Per) SOCIAL STUDIES 6

Class Grade: Q1 Calculation: Category Weighting
Grade Scale Type: (A+ - F) Grade: A 95.2% | --

STUDENT (19)	Q1	CLASSWORK	QUIZ	TESTS/PROJECTS
1. Student Names	A 95.2%	A- 91.25% 365/400	A+ 100% 100/100	A+ 100% 100/100
2.	A- 91.8%	A 92.5% 185/200	A- 90% 90/100	A- 90% 90/100
3.	A- 90.8%	A 93% 465/500	A+ 100% 100/100	A+ 100% 100/100
4.	C+ 77.7%	A+ 97% 485/500	B- 80% 80/100	F 60% 60/100
5.	B- 81.5%	A 96% 480/500	A+ 100% 100/100	D+ 67% 67/100
6.	B- 79.5%	A 94% 470/500	D 65% 65/100	B+ 88% 88/100

Gear Icon ⚙️

Hide Summary

Show All Categories

Show Metrics

SHOW DROPPED STUDENTS

Recalculate Final Grades

Gear Icon:

- Select **Show Dropped Students** to see a student that is no longer in your class.
- If you select **Metrics**, you will see the Mean, Median and Mode values for the final grade and each category.

Mean	B+ 86.54%	A- 91.21%	A- 91.765%	B 86.053%	C+ 77.067%
Median	B+ 87.4%	A 92.5%	A+ 100%	A- 90%	C+ 78.8%
Mode	A	A	A+	A+	D+
	Q1	CLASSWORK	QUIZ	TESTS/PROJECTS	INDEPENDENT PRACTICE

End of Quarter: Override Grade

An Override Grade can be done on any screen where you see a final grade.

- Click in the **Final Grade** score field. When the **Score Inspector** window opens, enter the new Letter Grade and/or Percent. Make sure that the change aligns with the HCPS Grading Scale.
- When you override a final grade, a **black triangle icon** will display in the corner of the final grade column and score inspector window.
- Under the score box, the original calculated grade still appears, but is not factored into the student's final grade.
- Dropped Students: While an override grade can be done on any screen where you see a final grade, if you must enter an override grade for a dropped student, you will have to use one of the pages from the Grades menu.
- To **remove** the Override, click on the **curved arrow** located to the right of the "pencil" icon in the score inspector window.

Make sure the Override Letter Grade & Percent aligns with the HCPS Grade Scale

HCPS Grade Scale

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
D+	67-69
D	65-66
F	Below 65

The screenshot shows the 'Grades: Traditional - Q1' interface for '1(Per) SOCIAL STUDIES 6'. A table lists student names and their Q1 grades. A red box highlights the grade 'B+' for student 5, which is being overridden to 'B-'. A 'Score Inspector' window is open, showing the current grade 'B+' and the percentage '88'. A red box highlights the 'B-' grade and the percentage '81.5%' in the calculator. A red arrow points from the 'curved arrow' icon in the score inspector to the 'B+' grade in the table. A gear icon is also visible, with a dropdown menu showing options like 'Hide Summary', 'SHOW DROPPED STUDENTS', and 'Recalculate Final Grades'.

STUDENT (19)	Q1
1.	A 95.2%
2.	A- 91.8%
3.	A- 90.8%
4.	C+ 77.7%
5.	B+ 88%
6.	B 76.6%
7.	B+ 87.2%
8.	C 73.4%
9.	B- 81%
10.	A- 92.4%
11.	A 92.9%
12.	C+ 78.3%
13.	A 93%
14.	A 94.8%

End of Quarter – Final Grade Status

Click on **A+ Grading** > **Grades** > Click on **Traditional**

One final step in the End of Quarter Process!

Grades: Traditional - Q1 ⌵
1(Per) SOCIAL STUDIES 6

Class Grade: Q1 Calculation: Category Weighting Show More
Grade Scale Type: (A+ - F) Grade: B+ | 88% --

STUDENT (19)	Q1	ATTENDANCE			ASSIGNMENTS		
		ABSENCES	TARDIES	MISSING	LATE	INCOMPLETE	
1.	A 95.2%	--	--	3	3	2	
2.	A- 91.8%	--	--	--	--	--	
3.	A- 90.8%	3	--	--	1	--	
4.	C+ 77.7%	2	--	--	--	--	
5.	B+ 88%	--	--	--	--	--	
6.	B- 79.5%	--	--	--	--	--	
7.	B+ 87.2%	--	--	--	--	--	

Student Names

Final Grade Status Save

When you are done with your quarter grades and comments, click on **A+ Grading**, under the **Grades** section, click on **Traditional**.

- Click on the **Final Grade Status** button.
- When the window opens, click in the **Checkbox** located on right side.
- Comments are Optional
- Click on Save.
- Repeat for each class that you teach.

When you do this process, you are **communicating electronically** with your school administration that you are **DONE** with your grades!

Before your school administrator can proceed to their next step, they will run a report that shows the status of teacher grades. If your name appears on the report, you either skipped this step or did not complete correctly. **Please help your administrator know that you are DONE with your grades!**

Q1 Final Grade Status

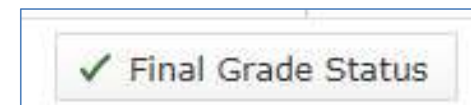
Q1 Final Grades are Complete.

Comment

OPTIONAL - You can enter your name (or initials) and the date that you complete this step.

Approximately 96 Characters Left

Save



Result – A **green** check needs to appear next to the Final Grade Status button.

Using PowerTeacher Pro

End of Quarter



PowerSchool

Lock Reporting Terms

At the end of each quarter, the reporting term in your gradebook will be locked to prevent changes in gradebooks. This will ensure that what has been printed on the report card matches what is in a teacher's gradebook. The following slides represent screen messages that you will see.

If you find that a grade needs to be changed after Report Cards have been distributed, please contact your Associate Principal. Your gradebook will be unlocked so that you can make the change.

End of Quarter: Lock Reporting Terms

Once a term has been locked, you will see “locked” messages.

Scoresheets Page

The screenshot displays a 'Scoresheet - S1' for '1(A-B) Trigonometry'. A yellow warning banner at the top states 'S1 is locked.' A sidebar on the right shows a user profile for 'Chesnut, Patti' and a 'Course Grade - Grade' section with a yellow warning banner stating 'This final grade is locked.' The main table shows student names and scores for various topics. A magnifying glass highlights the 'HARD FRA...' column, which has a lock icon and a dropdown arrow.

STUDENTS (17)	A+	MATHEMAT... (1/19/2018)	RATIOS (1/9/2018)	HARD FRA... (12/14/2017)	SQUARE P... (11/20/2017)	FRACTIONS (11/10/2017)	DECIMALS (10/4/2017)
	A-	95	92	91	8	87	95
	A-	91	94	88	7	94	92
	B	88	88	79	9	84	
	C+	76	78	83	10	78	
	B+	92	96	84	8	89	
	B-	84	84	93	4	83	
	B	68	80	94	7	91	
	B+	80	94	86	6	94	
	B-	77	84	57	8	98	

End of Quarter: Lock Reporting Terms

Assignment information cannot be modified after terms have been locked.

Assignments Page

The screenshot shows the 'Assignments' page in a software interface. A yellow warning banner at the top left contains a triangle icon and the text 'S1 is locked.', which is highlighted with a red rectangular box. Below the banner is a 'Filter' input field with 'Clear' and 'Apply' buttons. The main content is a table with 7 items, showing columns for Category, Assignments, Scored, Due Date, Score Type, and Edit. A circular magnifying glass is positioned over the table, focusing on a row where the warning message 'S1 is locked.' is overlaid on the 'Scored' and 'Due Date' columns. The table data is as follows:

CATEGORY	ASSIGNMENTS	SCORED	DUE DATE	SCORE TYPE	EDIT
Home	1. Mathematical Functions	17 / 17 ✓	1/19/2018	Points pts: 100	
Home	2. Ratios	17 / 17 ✓	1/9/2018	Points pts: 100	
Home	3. Hard Fractions	17 / 17 ✓	12/14/2017	Points pts: 100	
Home	4. Square Polynomials	17 / 17 ✓	11/20/2017	Points pts: 10	
Home	5. Fractions	17 / 17 ✓	11/10/2017	Points pts: 100	
Home	6. Decimals	17 / 17 ✓	10/4/2017	Points pts: 100	
Home	7. Circles	17 / 17 ✓	9/18/2017	Points pts: 100	

End of Quarter: Lock Reporting Terms

List Classes menu will display locked classes.

The screenshot shows a software interface for a course management system. At the top, a blue header bar contains a dropdown menu with the text "1(Per) SOCIAL STUDIES 6 - 21-22". Below this, a white navigation bar includes a play button icon, the text "20-21 (2020-2021)", a search icon, and a search input field with the placeholder text "Type to search". Below the navigation bar, there are two tabs: "Classes" (selected) and "Groups", and a "Settings" link on the right. The main content area displays a list of classes, each with a lock icon indicating it is locked. The classes listed are:

Class Name	Term	Actions
1(Per) SOCIAL STUDIES 6	20-21	Calendar, Bar Chart
2(Per) SOCIAL STUDIES 6	20-21	Calendar, Bar Chart
3(Per) SOCIAL STUDIES 6 ACC	20-21	Calendar, Bar Chart
5(Per) SOCIAL STUDIES 6	20-21	Calendar, Bar Chart
6(Per) SOCIAL STUDIES 6	20-21	Calendar, Bar Chart
7(Per) SOCIAL STUDIES 6 ACC	20-21	Calendar, Bar Chart
ADV(Per) ADVISORY	20-21	Calendar, Bar Chart

Using PowerTeacher Pro



PowerSchool

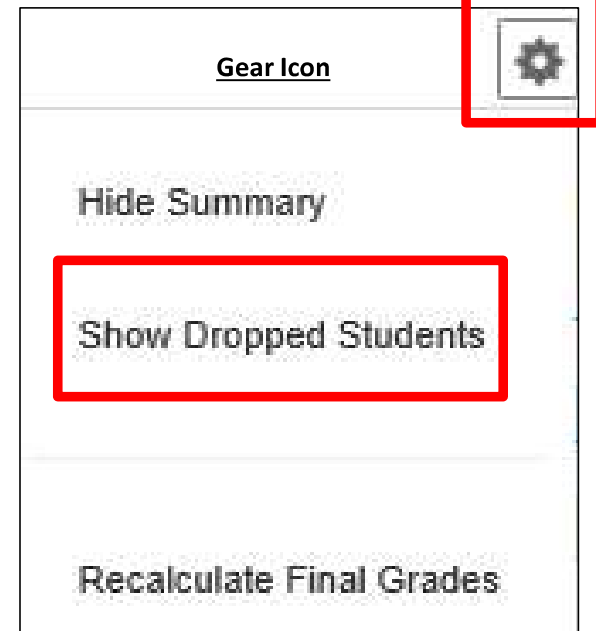
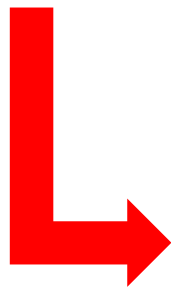
Accessing Withdrawn Students

When a student is withdrawn from your school or has a schedule change and is now in another teacher's class at your school – you can still access the grades and comments you entered while they were with you!

Show Dropped Students

Click on A+ Grading > Grades menu . . .

When viewing **ANY** of the pages in the **GRADES** menu, click on the **Gear** icon and select ***Show Dropped Students***



To return to your active students, click on the Gear icon and select ***Show Active Students***

Lock Reporting Terms

NOTE: If the quarter is over and a change is required, you will need to submit a request to your Associate Principal to unlock your gradebook. 51

Accessing Withdrawn Students – Add/Edit Assignments

Click on **Students** – Click on **SHOW DROPPED**

Click on **Students** - Click on **Show Dropped** – Click on **Student's Name**

Class Name

Student View

Students (25)

Show Dropped

Type to search

All

2(Per)

Class Name

Student Names appear here

Lock Reporting Terms

NOTE: If the quarter is over and a change is required, you will need to submit a request to your Associate Principal to unlock your gradebook.

- Use the **Quick Menu** and select **Assignments**.
- Use the assignment **SCORE** column to add or edit an assignment scores.
- **Click on SAVE.**
- Changes to a final grade will be shown on the right side of the Assignment window.

Class Name

Student Name

Assignments

Q2 Course Grades

Class Name

A 96%

Assignments

ASSIGN	SCORE	DUE DATE	STANDARDS
Clas 1.		12/5/2019	0
Clas 2.		12/3/2019	0
Clas 3.		11/26/2019	0
Home	100	11/18/2019	0
Clas 5.	100	11/14/2019	0
Clas 6.	88	11/14/2019	0
Clas 7.	95	11/12/2019	0

Assignments appear here

Using PowerTeacher Pro



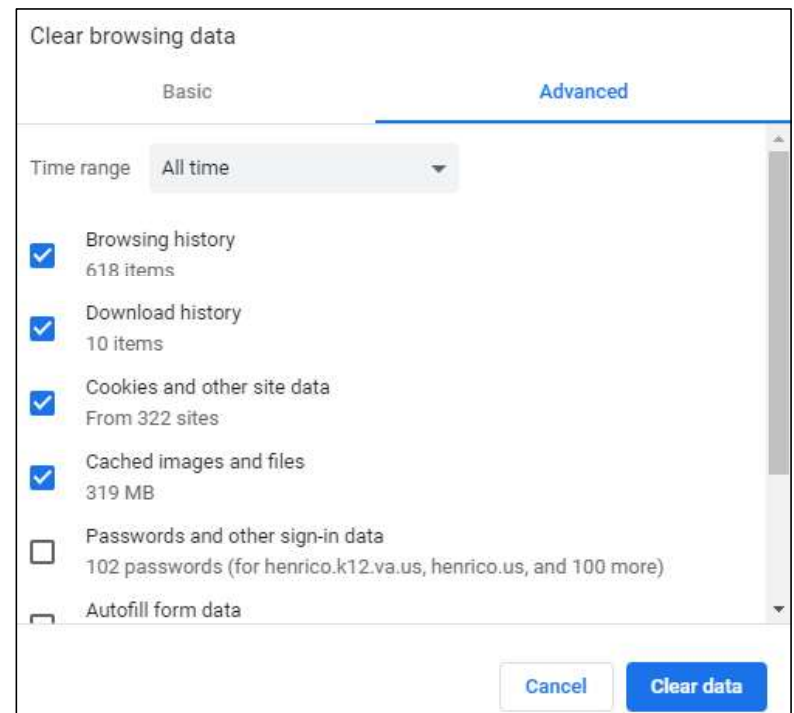
PowerSchool

Reports

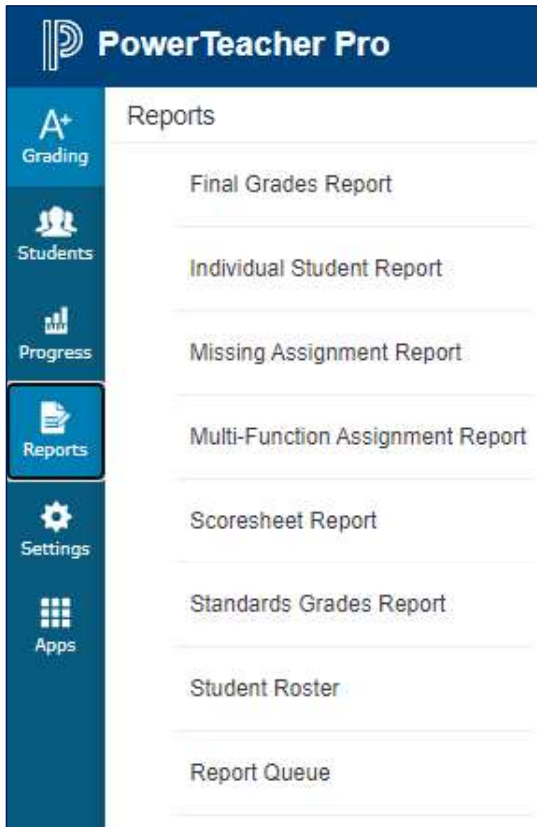
REPORTS

When printing PowerSchool reports, if you experience any **printing problems** where a report is not producing what you are expecting it to do, please follow the steps below to **Clear your browser's cache**.

1. On your computer, open Chrome
2. In the top, right corner, click on the **three vertical dots**.
3. When the window opens, click on **More Tools > Clear Browsing Data**.
4. When the window opens:
 - Time Range: Select All Time.
 - The first four options should be checked.
5. Click on the **Clear Data** button.
6. You will see a blue circle spinning. When the process is done, the window will disappear.
7. Close Chrome.
8. Re-open Chrome.
9. Launch PowerTeacher and try running the report again.



REPORTS



When using the reports menu, you will see that there are a few new reports listed.

The three reports that you have been using are still available.

- Individual Student Report
- Multi-Function Assignment Report
- Scoresheet Report
- Student Roster Report (See note below).

New Reports.

- Final Grades Report
- Missing Assignment Report
- Standards Grades Report. *Do not use this report.

Need to know . . .

Powerschool recently updated the **Student Roster Report** to align with a new Contacts feature. In Henrico, we are not using the new Contacts feature and because of that, if try to use any of the Contact fields, you will NOT get correct information. You CAN still use this report to produce a listing of STUDENT data, just not Contact data.

Final Grades Report

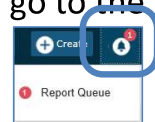
This report will list by class, the final quarter grade and comment for each student.

- Click on **Reports**
- Click on **Final Grades Report**
 - Classes Tab
 - If all classes, use the Select Classes menu and place a check next to all classes.
 - Leave all the other settings/boxes as is.
 - Format Tab
 - Orientation: Landscape
 - Output: PDF
 - Page Break: Click in box to enter checkmark
 - Exclude Row Shading – Click in box to enter checkmark.
 - Optional: If you wish to include a top or bottom note, place a check in the appropriate “include” box. Enter text in the box.
- Click on **Run Report**. The report will go to the **REPORT QUEUE**
- Click on the **Queue icon**
- Click on the **Report Name** to open.
- ****Please use “Print on Both Sides” option in Print Menu****

Final Grades Report				Class Name
Reporting Term: Q3			Teacher Name:	
Student Name	Pts. Earned / Pts. Possible	Final Grade	Comment	
Student Names	/	A	93.1%	Cooperates on assigned tasks Displays a positive attitude
	/	A+	100%	Cooperates on assigned tasks Displays a positive attitude
	/	C	75%	Not completing classwork consistently Displays a positive attitude
	/	F	60%	Easily distracted and/or inattentive in class Failed to complete missed work
	/	C+	78.5%	Cooperates on assigned tasks Displays a positive attitude
	/	B+	88.9%	Cooperates on assigned tasks Displays a positive attitude
	/	A-	90.1%	Cooperates on assigned tasks Displays a positive attitude
	/	B-	81.4%	Cooperates on assigned tasks Displays a positive attitude
	/	B	83.9%	Cooperates on assigned tasks Displays a positive attitude
	/	C	73.9%	Failed to turn in assignments on time Not working to potential
	/	C	75.1%	Not completing classwork consistently Not completing homework consistently
	/	C+	78.5%	Cooperates on assigned tasks Displays a positive attitude
	/	A	94.6%	Cooperates on assigned tasks Displays a positive attitude
	/	B-	81.5%	Cooperates on assigned tasks Displays a positive attitude
	/	C-	70%	Failed to turn in assignments on time Not completing classwork consistently
	/	C	76%	Cooperates on assigned tasks Displays a positive attitude
/	A	96.3%	Cooperates on assigned tasks Displays a positive attitude	56
/	C-	69.6%	Cooperates on assigned tasks Displays a positive attitude	
/	C	74.4%	Not working to potential Cooperates on assigned tasks	

Individual Student Report

- This report lists a summary of class activity per student.
- Click on **Reports**
- Click on **Individual Student Report**
 - **Classes Tab** – If you want all class, click on the Select classes drop-down and place a check next to each class.
 - **Sort Options** – Layout: **By Section, By Student**
 - **Data** – Areas to include.
 - In the Select Data drop-down, select Course Grades and Attendance, Standards Final Grades and Category Totals. If you want to include all the assignments, place a check in the box.
 - **Show Percentage** – Do not remove the check.
 - **Show Assignments with no Data** – Click in the box to **REMOVE** the check.
 - **Include Standards Identifier** – Do not remove the check.
 - **Date Range** – For **both** Standards/Final Grades and Category Totals, select the applicable Quarter.
 - **Format Tab**
 - Orientation: Portrait
 - Output: PDF
 - Page Break: Click in box to enter checkmark
 - Exclude Row Shading – Click in box to enter checkmark.
- Click on **Run Report**. The report will go to the **REPORT QUEUE**
- Click on the **Queue icon**
- Click on the **Report Name** to open.
- ****Please use “Print on Both Sides” option in Print Menu****



REPORT NAME	DATE	STATUS	ACTIONS
Individual Student Report	7/15/2019 08:17 PM	✓	

Individual Student Report							Student Name
Class: 5(PER) 5th Grade Social Studies (2020-2021)							Teacher Name
Final Grade							
Rpt. Term	Grade	Percent	Absent	Tardy	Missing	Late	Incomplete
Q1	A	97.5%					
Standard Final Grade							
Rpt. Term	Identifier	Name	Grade				
No standards grades present for this student / grading period							
Category Summary							
Rpt. Term	Category	Points Earned	Points Possible	Percent	Grade		
Q1	Classwork	600	600	100%	A		
Q1	Quiz	82.35	100	82.35%	B		

Missing Assignment Report

This report provides a listing of missing assignments in your sections for currently enrolled students.

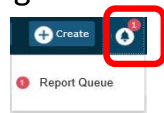
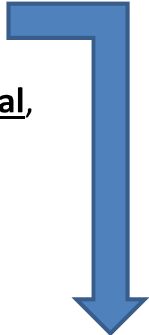
- [Click on Reports](#)
- [Click on Missing Assignment Report](#)
 - **[Classes Tab](#)**
 - **Classes:** Use Select classes menu and select all class, except for Homeroom, Conduct and Work Habits.
 - **Sort Options – Layout:** Use the drop-down to select by class or by student.
 - By class if you want one listing per class; By student if you want to have a page per student.
 - **Data – Assignments:** Use drop-down to select Not Scored, Not Marked, or Both
 - **Data Range –** Select the applicable quarter.
 - **[Format Tab](#)**
 - **[Orientation:](#)** Portrait
 - **[Output:](#)** PDF
 - **[Page Break:](#)** Click in box to enter checkmark
 - **[Exclude Row Shading](#)** – Click in box to enter checkmark.
 - **[Optional:](#)** If you wish to include a top or bottom note, place a check in the appropriate “include” box. Enter text in the box.
 - **[Click on Run Report.](#)** The report will go to the **REPORT QUEUE**
 - **[Click on the Queue icon](#)**
 - **[Click on the Report Name](#)** to open.

Students that have missing assignments will be listed under each assignment name.

Missing Assignment Report			
CLASS NAME	TEACHER NAME		
Assignment #1	Due Date: 10/29/2020	Pts: 4.0	Total Missing: 4
Student Names	Student Numbers		
Assignment #2	Due Date: 10/22/2020	Pts: 4.0	Total Missing: 3
Student Names	Student Numbers		
Assignment #3	Due Date: 10/22/2020	Pts: 4.0	Total Missing: 4
Student Names	Student Numbers		


Student Roster Report



- Click on **Reports**
- Click on **Student Roster Report**.
 - **CLASSES TAB** – Run the report against the **Homeroom** Class.
 - **SORT OPTIONS** – Default will list students in alphabetical order. Select other from menu.
 - **DISPLAY** – Only select fields from STUDENT COLUMNS. The **CONTACT** columns have field names that **are not** mapped correctly to how track Contact information. If you need to have CONTACT information, we are creating another Contact report and it will be available in **PowerTeacher Portal**, not PowerTeacher Pro Gradebook. More information about this new report will follow later.
 - **FORMAT TAB** – Orientation: Portrait if just a few columns or Landscape if you have selected many columns; Output: Options are PDF & Excel; Row Shading – If you select this option, it will save ink.
 - **Optional**: If you wish to include a top or bottom note, place a check in the appropriate “include” box. Enter text in the box.
- Click on **Run Report**. The report will go to the **REPORT QUEUE**
- Click on the **Queue icon**
- Click on the **Report Name** to open.



















REPORT NAME	DATE	STATUS	ACTIONS
Student Roster Report	7/15/2019 08:17 PM	✓	 

Example of the **Student Display Columns** menu in the Report Setup (Items to Include in Report)

Display **Student Columns** Add Columns 

Contact Columns Add Columns  **Do NOT use Contact columns** 

Column	Column Name on Report	Order	Remove
Student Name	Name		
Student Number	Id	 	
Student Birthday	Birthday	 	
Student Gender	Gender	 	
Student Grade Level	Grade	 	
Student Home Phone	Phone		

Student Roster Report

Name	Id	Grade	Gender	Birthday
Names	Stu #	1	M	08/03/14
		1	F	10/07/13
		1	F	03/24/14
		1	M	02/26/14
		1	M	12/16/13

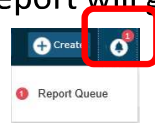
Multi-Function Assignment Report

- Click on **Reports**
- Click on **Multi-Function Assignment Report**.
- Click on **Run Report**. The report will go to the **REPORT QUEUE**
- Click on the **Queue icon**
- Click on the **Report Name** to open.
- This report lists students and scores per assignment. Use it to find missing, late, and incomplete assignments, as well as low and high grades.
- ****Please use "Print on Both Sides" option in Print Menu****

Multi-Function Assignment Report						
Class Name				Teacher Name		
Assignment Name		Due: 06/07/19		Category: Classwork/Homework		
Name	Score	Max	%	Grade	Flags	
Student Names	100	100	100%	A+		
	100	100	100%	A+		
		100			Ex	
	50	100	50%	F		
	38	100	38%	F		
	50	100	50%	F		
	38	100	38%	F		
	0	100	0%	F		
	0	100	0%	F		
	0	100	0%	F		
	0	100	0%	F		
	100	100	100%	A+		

Scoresheet Report

- Click on **Reports**
- Click on **Scoresheet Report**.
- Click on **Run Report**. The report will go to the **REPORT QUEUE**



Report Queue			Refresh
REPORT NAME	DATE	STATUS	ACTIONS
Individual Student Report	7/15/2019 08:17 PM	✓	

- Click on the **Report Name** to open.
- ****If you print, please use "Print on Both Sides" option in Print Menu****

Scoresheet		Class Name								
Student Names	Q1	Assignment Names								
		B+ 89%	100%	100%	100%	0%	100%	97%	100%	100
A- 89.5%	100%	100%	39%	70%	100%	100%	92%		100%	
F 18.8%	100%	100%	0%	0%	0%	0%	0%		0%	
B- 81.7%	100%	100%	61%	0%	80%	100%	96%		100%	
F 62.9%	100%	100%	61%	0%	0%	89%	100%		78%	
A- 91.4%	100%	100%	83%	0%	100%	97%	100%		100%	
A- 92.2%		100%		100%	100%	60%	100%	100	100%	
F 54.3%	100%	100%	30%	0%	0%	97%		100	0%	

Items to Include		
Categories	Select Categories	Classwork, Project, Quiz, Test
Final Grades	Select Reporting Terms	Q1, Q2, Q3, Q4
Date Range	Full Class	

Example of the **Display Columns** menu
(Items to Include in Report)