

This guide is intended to help teachers and assistant teachers efficiently use the new gradebook software from PowerSchool.

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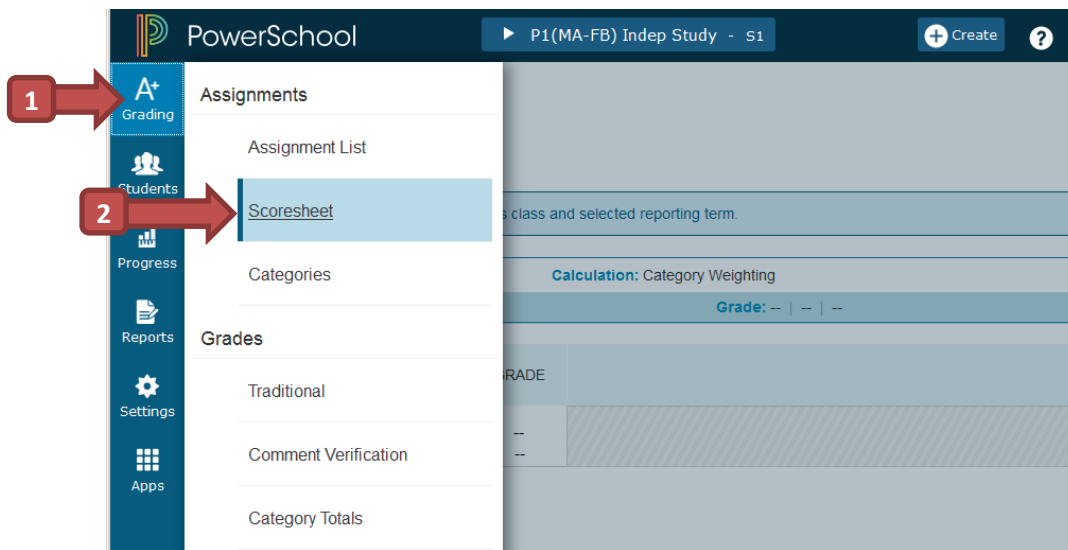
Assignment Score Problem

There are known problems with entering assignment score maximum points while using Internet Explorer 10. The best fix for this issue is to use Firefox or Google Chrome. Please login to PowerTeacher using the following URL within the Firefox or Google Chrome browser: <https://greene.powerschool.com/teachers>

Go to Scoresheet View

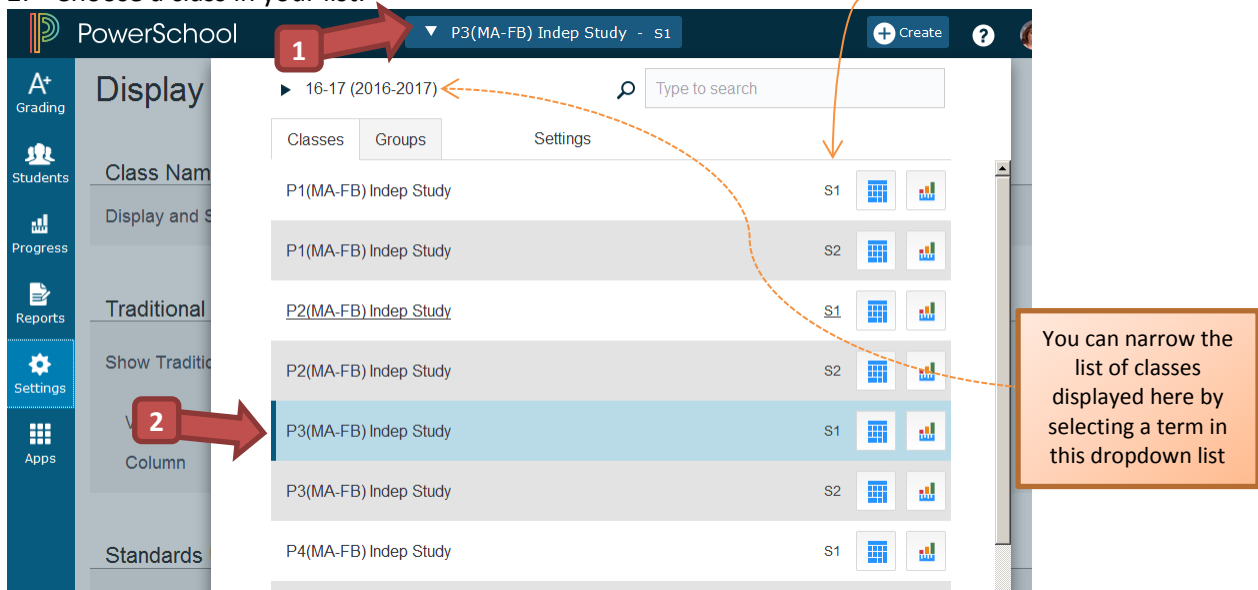
The new PowerTeacher Pro gradebook opens directly to “Assignment List View”.

To get to the Scoresheet, (1) first select **Grading**, (2) then select **Scoresheet**.



Switch between Classes

1. Click on the Class list button in the top middle of the screen.
2. Choose a class in your list.



Entering Assignments

1. Click (a)Create then (b)Assignment.

PowerSchool P3(MA-FB) Indep Study - S1

1a Create

1b Assignment

Scoresheet - Q1

P3(MA-FB) Indep Study

No assignments currently exist for this class and selected reporting term.

Class Grade: Q1 Calculation: Category Weighting

Grade Scale Type: (A - F) Grade: -- | -- | --

STUDENTS (1) GRADE

2. In the create assignment window, follow steps a – g below:

Create: Sample Assignment1

Assignment Students Publish

Classes* Select Classes

1 Class: P3(MA-FB) Indep Study

Assignment Name* Sample Assignment1

Category * Classwork

Score Type Stays at Points Points

Score + Extra Points + Weight Score Entry Points* 30

Count in Final Grade ☒

Due Date* Wednesday 9/14/2016

Description

Save

2a

Name the assignment. Each assignment's title must be unique. You can distinguish assignments by adding an extra letter or number to the end.

2b

Choose a category. A category must be chosen. If you will be using category weights, please see also the [Category Weighting](#) topic.

2c

2d

Assign the maximum points possible. You can also add extra points or individual assignment weighting here.

2f

Choose a date. This should be the date an assignment was due or the date the class completed it.

2g

Save, then close the window.

Notice the assignment will be added to the current course you are viewing.

Creating Assignments for Multiple Courses

By default, when creating a new assignment it will be added to the course in which you are currently viewing, you may also choose additional classes to add this assignment to.

1. Click on the **Select Classes** drop down.
2. Check any other classes where it should also be added.

The screenshot shows the 'Edit: Sample Assignment1' window. The 'Classes' section has a 'Select Classes' dropdown menu open, displaying a list of classes with checkboxes. Red arrows point to the dropdown (1) and the checkboxes (2).

Notes:

The other selected classes must use all of the same settings in the assignment, including maximum possible score entry. If not all settings apply, you should create a new assignment for that course. Also, you should be choosing from within the same Reporting Term (e.g. T1 to T1 courses, T2 to T2 courses, etc.).

Creating Assignments for Select Students

You may create an assignment that only applies to one or just a few students. Follow the steps for entering assignments as normal then....

1. Select the Students Tab
2. Choose Add Remove Students
3. Uncheck the top box
4. Check the student or students needed
5. Save

The screenshot shows the 'Edit: Sample Assignment1' window with the 'Students' tab selected. Red arrows indicate the steps: 1. Select the Students Tab, 2. Choose Add Remove Students, 3. Uncheck the top box, 4. Check the student or students needed, 5. Save.

Editing Existing Assignments

You may edit existing assignments while you are in one of two areas:

From the Assignment List view:

1. Click the Edit icon (pencil) next to the assignment.

CATEGORY	ASSIGNMENTS	SCORED	DUE DATE ▼	SCORE TYPE	EDIT
Home	1. Assignment2	3 / 3 ✓	9/15/2016	Points pts: 20	
Part	2. Assignment3	3 / 3 ✓	9/15/2016	Points pts: 6	
Class	3. Sample Assignment	3 / 3 ✓	9/13/2016	Points pts: 30	

From the Scoresheet View:

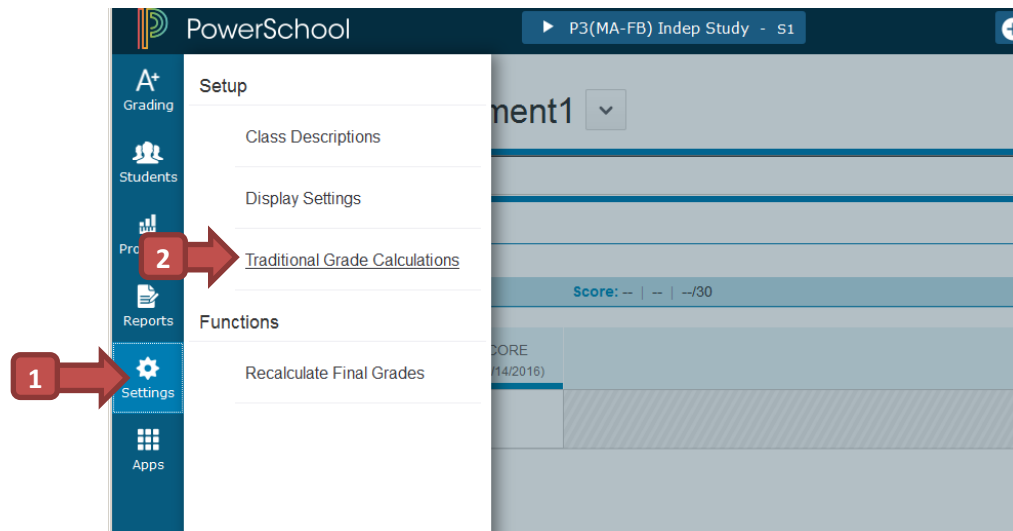
1. Click on any score.
2. Click the small Edit Assignment text.

STUDENTS (3)	Sample As... (9/13/2016)	Assignment2 (9/15/2016)	Assignment3 (9/15/2016)
1. [Student Name]	20	19	
2. [Student Name]	20		5
3. [Student Name]	20		5

Category Weighting

How to view your gradebook Category Weighting and term calculations:

1. Click Settings.
2. Click Traditional Grade Calculations.



3. In the next window, expand the course in question by clicking the name of the course.
4. Click on the pencil icon to view or edit the weighting.




Traditional Grade Calculations

[Expand All](#)
[Collapse All](#)

► P1(MA-FB) Indep Study

► P2(MA-FB) Indep Study

▼ P3(MA-FB) Indep Study

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
S1	Term Weighting	✓	✓	
Q1	Category Weighting	✓	✓	
Q2	Category Weighting	✓	✓	

► P4(MA-FB) Indep Study

► P5A-P5B(MA-FB) Indep Study

4a

4b

Scoring Assignments

1. While you are in the Scoresheet view, you'll see the assignments you have created that need to be scored. Click on the top box underneath the assignment name you want to enter scores for.

PowerSchool P7(MA-FB) Indep Study - S1 Create

Scoresheet - Q1

P7(MA-FB) Indep Study Show Assignments

Class Grade: Q1 Calculation: Category Weighting

Grade Scale Type: (A - F) Grade: -- | -- | --

STUDENTS (3)	GRADE	Sample As... (9/13/2016)	Assignment2 (9/15/2016)	Assignment3 (9/15/2016)
1. Reeves, Sydney	--			
2. Robinson, Christopher	--			
3. Ross, Emily	--			

2. This opens up the scoring inspector to the right. You may use your keyboard or the number buttons on the score inspector. **Note:** While scoring, the max possible score is showing in 3 places (marked by ★).

PowerSchool P7(MA-FB) Indep Study - S1 Create

Scoresheet - Q1

P7(MA-FB) Indep Study Show Assignments from Most Recent

Assignment: Sample Assignment Edit Assignment Show

Score Type: Points (30) ★ Score: -- | -- | --/30 ★ Due: 9/13/2016

STUDENTS (3)	GRADE	Sample As... (9/13/2016)	Assignment2 (9/15/2016)	Assignment3 (9/15/2016)
1. Reeves, Sydney	--			
2. Robinson, Christopher	--			
3. Ross, Emily	--			

Scoring Inspector:

- Reeves, Sydney
- Sample Assignment
- Max Entry: 30 ★
- 7 8 9
- 4 5 6 Codes
- 1 2 3 Enter
- 0 .
- ! Missing
- ✓ Collected
- ⌚ Late
- ⚡ Incomplete
- 📄 Exempt
- 👤 Absent

3. The fill buttons will fill whatever you have typed in the first box down to the bottom of your list or even from left to right. It will only fill in where no scores have been typed yet.

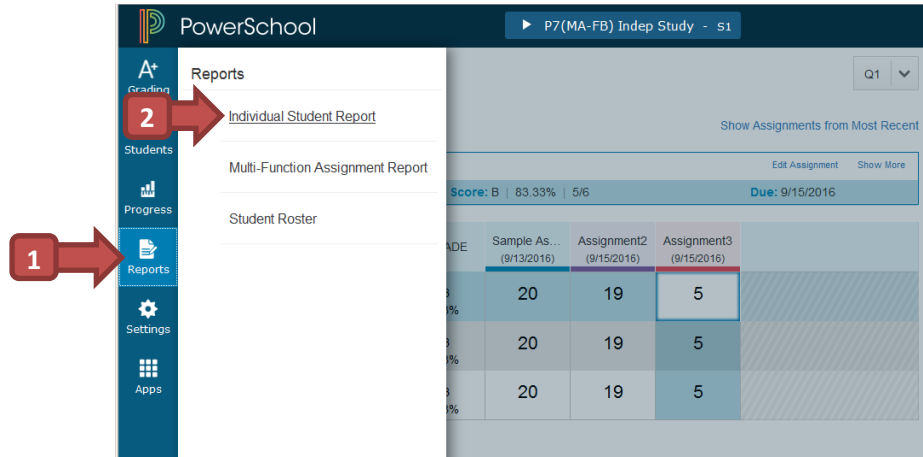
↑↓ Fill

↔ Fill

How to Run Reports

Run an Individual Student Report (like the old mid-term)

1. Click Reports.
2. Select Individual Student Report.



3. You can rename the report
4. Select the classes you want to include.
5. Run the report.

The screenshot shows the PowerSchool report configuration screen. The 'Criteria' tab is selected. The 'Report Title' field is 'Q1 Progress - Missy's Class', indicated by a red arrow labeled '3'. The 'Description' field is 'Multi-function report per student. Useful for progress reports, missing/late assignments, low grades, high grades, category totals, and...'. The 'Classes*' dropdown is set to '1 Class: P7 (MA-FB) Indep Study', indicated by a red arrow labeled '4'. The 'Sort Options' section includes 'Layout' (By Section, By Student), 'Students' (Last Name), and 'Assignments' (Due Date (Newest First)). The 'Data' section includes 'Areas To Include*' (Course Grades and Attendance, Assignments, Category Totals), 'Show Percentages' (checked), and 'Show Assignments with no' (checked). The 'Date Range' section includes 'Course Grades' (Select Reporting Term, Q1), 'Assignment Date Range' (Q1), and 'Category Totals' (Select Reporting Term, Q1). A green 'Run Report' button is at the bottom right, indicated by a red arrow labeled '5'.

Additional Report Features

Select Specific Students

1. Click Students tab.
2. Add Remove Students (then check the students you want to include, or uncheck to exclude).

Criteria **Students**

Include Dropped Students ☐

Show Selected Students **Add/Remove Students**

The report applies to all students in the selected classes.

FILTER

Change Formatting

1. Change from Landscape to Portrait.
2. Exclude Row Shading.
3. Add Notes (that will display on all pages).

Criteria **Students** **Format**

Orientation **Portrait**

Output **PDF**

Page Break ☒ Between Students

Exclude Row Shading ☐ (Saves ink for printed reports)

Top Note ☐ Include ☐ Bold

Characters Left: 256