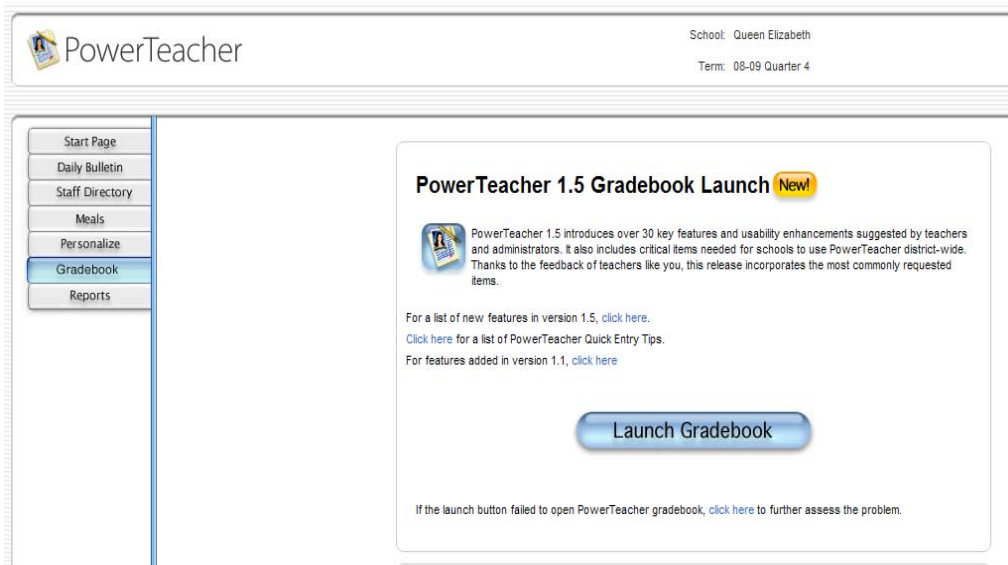
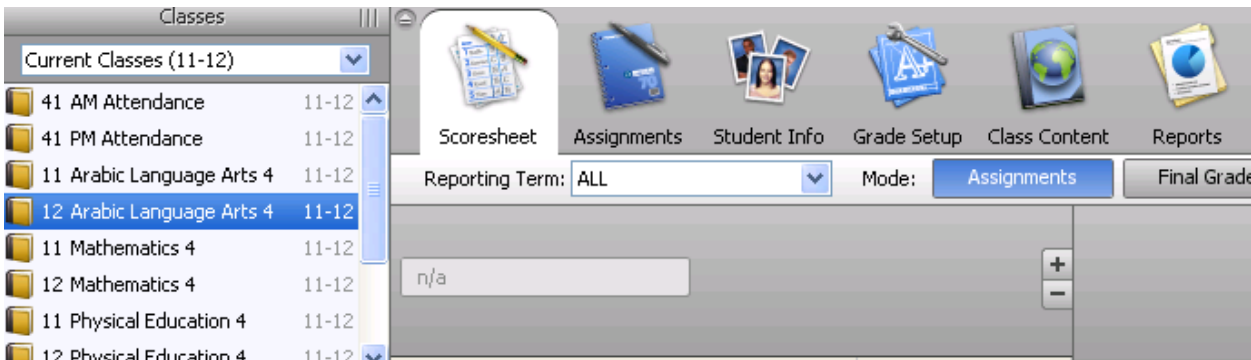


## Setting up Powerteacher gradebook for single progress mark entry.

1: Open the Gradebook from Powerteacher:

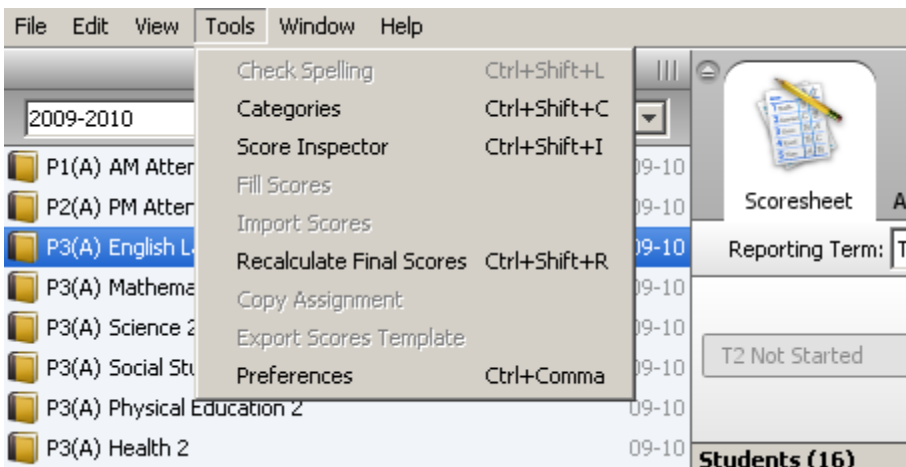


2: The Gradebook will open showing all classes assigned to you..



3: The first step is creating Categories:

From the Tools menu select Categories.



4: A dialog box will open to create a category. You will create a category for each Reporting Term and Final Mark.

**Create Assignment Category** [X]

**Create Assignment Category**  
Specify attributes of the Assignment Category

Name:

Abbreviation:

Color: None ▼

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

Points Possible:

Score Type:  ▼

Include in Final Grade:

Description:

OK Cancel

5: Fill in the Category Information as shown below for Progress Mark 1. Fill in Name, Abbreviation, choose a color, Set the Score Type to Letter Grade and ensure the Include In Final Grade box is checked.


Click Okay to save.

**Edit Assignment Category** ✕

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

→ Name:

→ Abbreviation:

Choose a Color Color:  Violet ▼

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

Points Possible:

Extra Points:

Score Type: Letter Grade ▼

Include in Final Grade:

Description:

6. Create the next Category for Progress Mark 2. Fill in Name, Abbreviation, choose a color, Set the Score Type to Letter Grade and ensure the Include In Final Grade box is checked.

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

Name:

Abbreviation:

Choose a Color Color:

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

Points Possible:


Extra Points:


Score Type:

Include in Final Grade:

Description:


7. If you report a Term 3 mark in addition to a Final Mark create a Category for Progress Mark 3: Fill in Name, Abbreviation, choose a color, Set the Score Type to Letter Grade and ensure the Include In Final Grade box is checked.

**Edit Assignment Category** 

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

Name:

Abbreviation:

Choose a color or:  Green

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

Points Possible:

Extra Points:

Score Type:

Include in Final Grade:

Description:

8. Create a category for the Final Progress Mark: Fill in Name, Abbreviation, choose a color, Set the Score Type to Letter Grade and ensure the Include In Final Grade box is checked.

Click OK to save.

**Edit Assignment Category**

Specify attributes of the Assignment Category

Name: Final Mark

Abbreviation: Final Mark

Choose a color Color: Orange

Points Possible: 10

Extra Points: 0

Score Type: Letter Grade

Include in Final Grade:

Description:

OK Cancel

9. After creating the Categories you will be placed back into the gradebook mode.

The screenshot shows the PowerSchool interface. On the left, the 'Classes' pane is open, displaying a list of classes for the 11-12 grade level, including '41 AM Attendance', '41 PM Attendance', '11 Arabic Language Arts 4', '12 Arabic Language Arts 4', '11 Mathematics 4', '12 Mathematics 4', '11 Physical Education 4', and '12 Physical Education 4'. The 'Assignments' mode is selected, showing a 'Reporting Term' dropdown set to 'ALL' and a 'Mode' dropdown set to 'Assignments'. Below this, a table displays the following data:

Students (23)	(n/a) Final Grade
Abdulhussein, Rayan	n/a
Al-Bayati, Moad	n/a
Al-Nassirat, Joseph	n/a

10. Assignments are date sensitive to the Reporting Term dates set in PowerSchool. To view the Term dates, choose the Grade Setup Icon then click on the calculations tab:

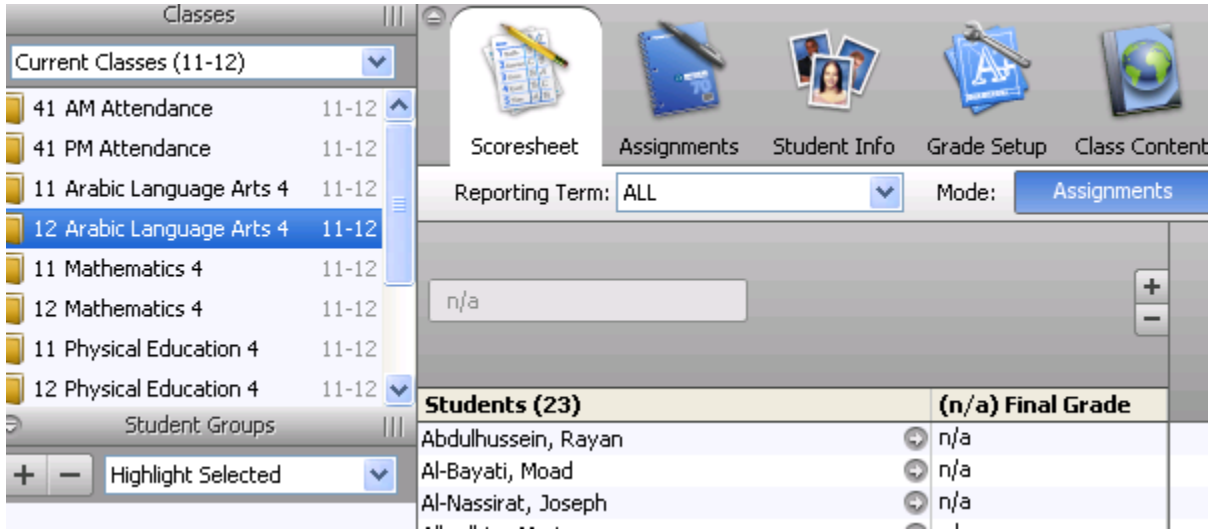
The screenshot shows the PowerSchool interface with the 'Grade Setup' mode selected. The 'Reporting Term' dropdown is set to 'T1' and the 'Mode' dropdown is set to 'Calculations'. Below this, a table displays the following data:

Reporting Term	Start	End
Y1	09/01/2011 Thu	06/30/2012 Thu
T1	09/01/2011 Thu	11/15/2011 Tue
T2	11/16/2011 Wed	03/15/2012 Thu
T3	03/16/2012 Fri	06/28/2012 Thu

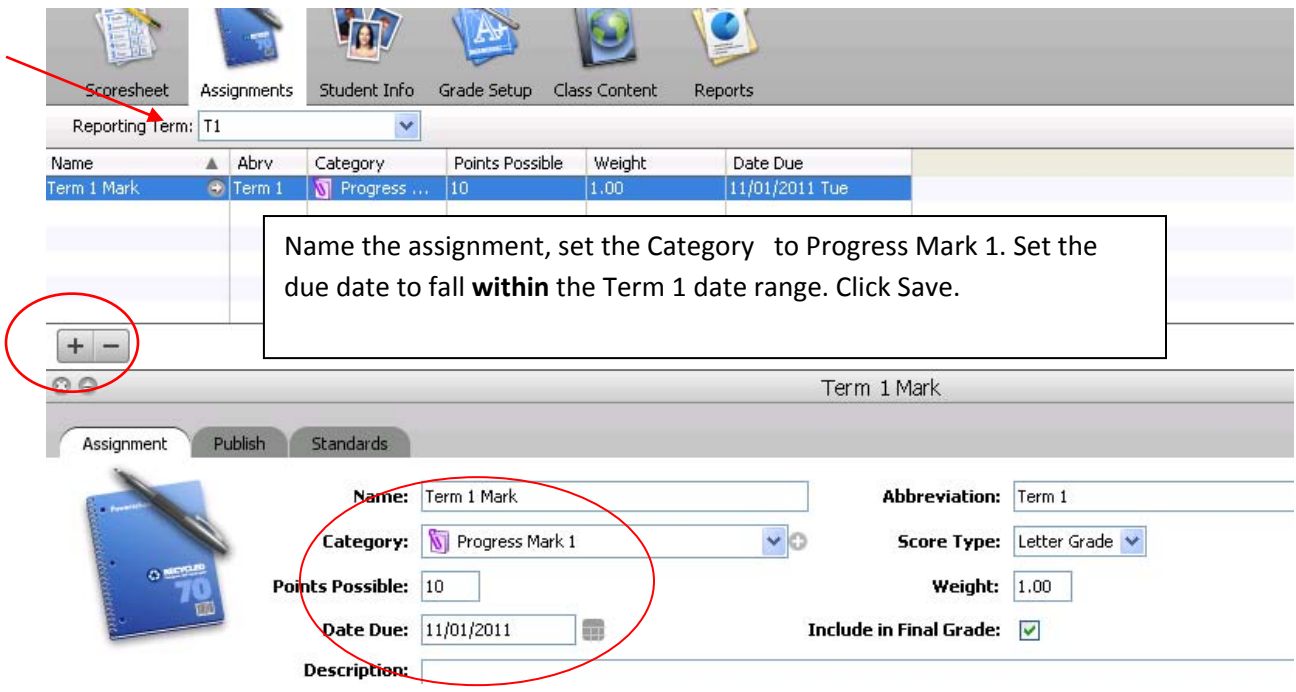
A callout bubble points to the 'End' column of the table, containing the text: "Assignment dates are tied to the Reporting Term date ranges shown in the Grade Setup pane."

11.. You will create one assignment for each Progress Mark for one class then copy these to all additional classes.

Click on a class from the Current Classes pane. From the



Reporting Term pull down select T1 reporting term. Click on the Assignments Icon. Add the first assignment by clicking on the + icon in the bottom left of the assignments pane. To add an assignment, click on the + symbol in the bottom left of the assignments pane.





Choose Term 2 from the Reporting Terms pull down. Click on the + symbol to add the Term 2 assignment.

The screenshot shows the 'Reporting Terms' table with the following data:

Name	Abrv	Category	Points Possible	Weight	Date Due
Term 2 Mark	Term 2	Progress ...	10	1.00	03/07/2012 Wed

Below the table is a text box with instructions: "Name the assignment, set the category to Progress Mark 2 and set the Due date to fall **within** the Term 2 date range. Click Save." A red circle highlights the '+' button in the table's toolbar. Below the table is the 'Term 2 Mark' assignment form with the following fields:

- Name: Term 2 Mark
- Abbreviation: Term 2
- Category: Progress Mark 2
- Score Type: Letter Grade
- Points Possible: 10
- Weight: 1.00
- Date Due: 03/07/2012
- Include in Final Grade:
- Description:

Choose Term 3 from the Reporting Terms pull down. Click on the + symbol to add the Term 3 Assignment:

The screenshot shows the 'Reporting Terms' table with the following data:

Name	Abrv	Category	Points Possible	Weight	Date Due
Term 3 Mark	Term 3	Progress ...	10	1.00	06/22/2012

Below the table is a text box with instructions: "Name the assignment, set the category to Progress Mark 3 and set the due date to fall **within** the Term 3 date range. Click Save." A red circle highlights the '+' button in the table's toolbar. Below the table is the 'Term 3 Mark' assignment form with the following fields:

- Name: Term 3 Mark
- Abbreviation: Term 3
- Category: Progress Mark 3
- Score Type: Letter Grade
- Points Possible: 10
- Weight: 1.00
- Date Due: 06/22/2012
- Include in Final Grade:
- Description:

Choose Y1 from the Reporting Terms pull down:

Name	Abrv	Category	Points Possible	Weight	Date Due
Final Mark	Final ...	Final Mark	10	1.00	06/27/2012 Wed
Term 1 Mark	Term 1	Progress...	10	1.00	11/01/2011 Tue
Term 2 Mark					
Term 3 Mark					

Name the assignment, choose Category Final Mark, and set date to fall within the Y1 date range. Click Save.

Final Mark

Assignment Publish Standards

Name: Final Mark Abbreviation: Final Mark

Category: Final Mark Score Type: Letter Grade

Points Possible: 10 Weight: 1.00

Date Due: 06/27/2012 Include in Final Grade:

Description: [+ link](#)

11. Copy the Assignments to your remaining classes. Click on the Tools menu and Choose Copy Assignments:

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File Edit View Tools Window Help

- Check Spelling Ctrl+Shift+L
- Categories Ctrl+Shift+C
- Score Inspector Ctrl+Shift+I
- Fill Scores
- Import Scores
- Recalculate Final Scores Ctrl+Shift+R
- Copy Assignments
- Export Scores Template

Select Assignments to copy then click Next.

**Copy Assignments**

Copy assignments to the selected classes.

Select assignments to copy

<input checked="" type="checkbox"/>	Name	Category	Date Due
<input checked="" type="checkbox"/>	Term 1 Mark	Progress Mark 1	11/01/2011 Tue
<input checked="" type="checkbox"/>	Term 2 Mark	Progress Mark 2	03/07/2012 Wed
<input checked="" type="checkbox"/>	Term 3 Mark	Progress Mark 3	06/22/2012 Fri
<input checked="" type="checkbox"/>	Final Mark	Final Mark	06/27/2012 Wed
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Next Cancel

Select the classes to copy the assignments **TO** then click OK.

**Copy Assignments**

Copy assignments to the selected classes.

Copy selected assignments from Class: **11 Arabic Language Arts 4 11-12** to the selected classes.

2011-2012

<input type="checkbox"/>	Classes	
<input checked="" type="checkbox"/>	12 Mathematics 4	11-12
<input checked="" type="checkbox"/>	11 Physical Education 4	11-12
<input checked="" type="checkbox"/>	12 Physical Education 4	11-12
<input checked="" type="checkbox"/>	11 Health 4	11-12
<input checked="" type="checkbox"/>	12 Health 4	11-12

Due Date: Existing

Leave the Due date as Existing so they all copy from the assignment due dates you first created.

Back OK Cancel

The assignments from Arabic Language Arts 4 (11-12 term) will be copied to the classes selected below.

13: When finished select Y1 and you should see four assignments for each class.

Current Classes (11-12)

41 AM Attendance 11-12

41 PM Attendance 11-12

11 Arabic Language Arts 4 11-12

12 Arabic Language Arts 4 11-12

11 Mathematics 4 11-12

12 Mathematics 4 11-12

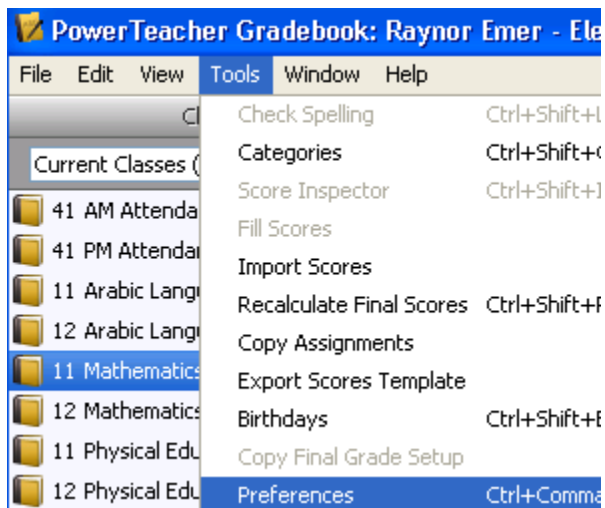
11 Physical Education 4 11-12

12 Physical Education 4 11-12

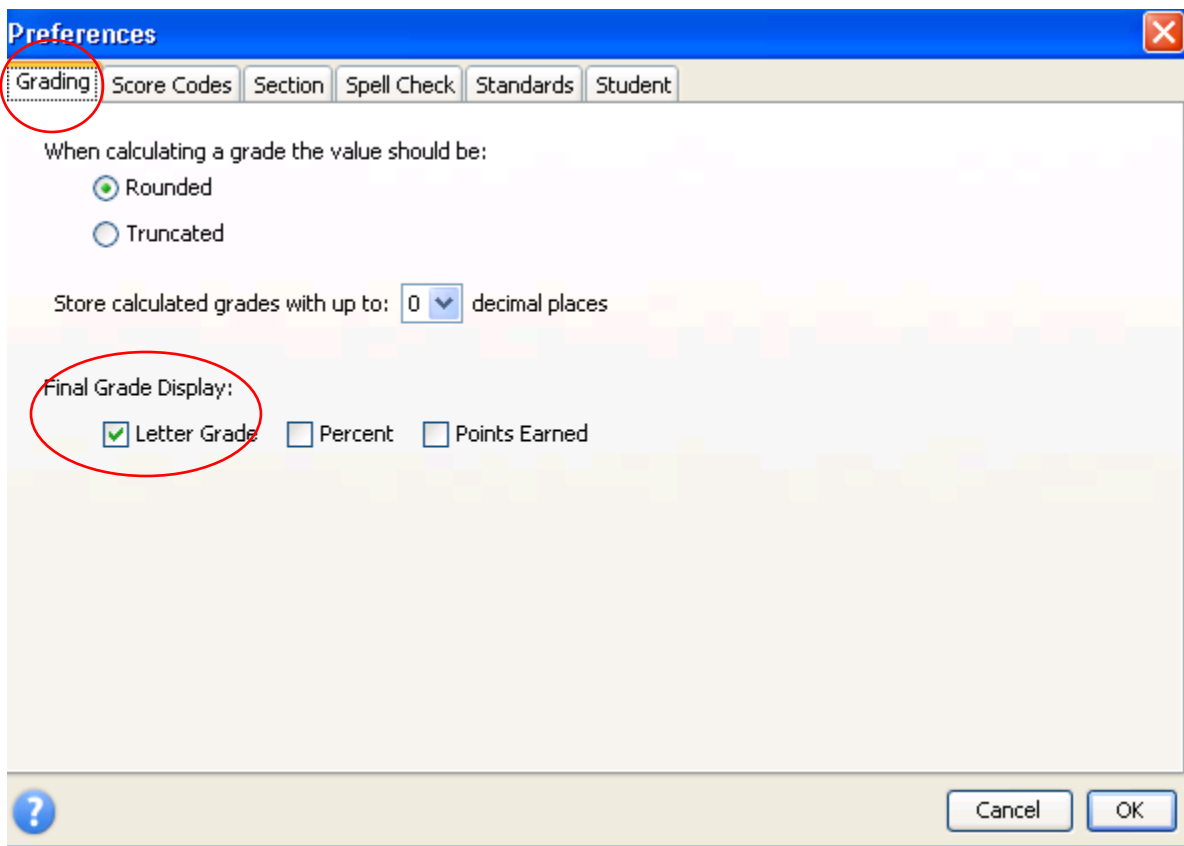
Reporting Term: Y1

Name	Abrv	Category	Points Possible	Weight	Date Due
Final Mark	Final ...	Final Mark	10	1.00	06/27/2012 Wed
Term 1 Mark	Term 1	Progress ...	10	1.00	11/01/2011 Tue
Term 2 Mark	Term 2	Progress ...	10	1.00	03/07/2012 Wed
Term 3 Mark	Term 3	Progress ...	10	1.00	06/22/2012 Fri

14: From the Tools menu, set the grade display preference.



Set the grade display to Letter Grade then click OK.



15. Grade Setup: Choose the Grade Setup Icon, and click on the Calculations tab.

The screenshot shows the Grade Setup interface with the following elements:

- Navigation icons: Scoresheet, Assignments, Student Info, **Grade Setup** (selected), Class Content, Reports.
- Reporting Term: Y1
- Mode: **Calculations** (selected), Grade Scales
- Table of Reporting Terms:

Reporting Term	Start	End
Y1	09/01/2011 Thu	06/30/2012 Sat
T1	09/01/2011 Thu	11/15/2011 Tue
T2	11/16/2011 Wed	03/15/2012 Thu
T3	03/16/2012 Fri	06/28/2012 Thu

Double click Reporting Term T1. The Default is Total Points. Change it to Category Weights, then click add category.

The screenshot shows the Grade Setup interface with the following elements:

- Reporting Term: T1 (selected)
- Calculate T1 final grade using: **copy**
- Number of low scores to discard: 0
- Calculation Method:  **Category weights**
- Table of Categories:

Name	Weight	Percent	Drop Low

Buttons: **+ add category** (circled in red), + add assignment, - remove

Buttons: Revert, Save

Select Progress Mark 1 then click OK.

**Select Categories**

	Category ▲	Abbreviation
<input type="checkbox"/>	Final Mark	Final Mark
<input type="checkbox"/>	Homework	HW
<input checked="" type="checkbox"/>	Progress Mark 1	Term 1
<input type="checkbox"/>	Progress Mark 2	Term 2
<input type="checkbox"/>	Progress Mark 3	Term 3
<input type="checkbox"/>	Project	PROJ
<input type="checkbox"/>	Quiz	QZ
<input type="checkbox"/>	Test	TST

Cancel OK

In the Weight column, type 100, then click save.

Category weights

▲ Name	Weight	Percent	Drop Low
Progress Mark 1	100	n/a	0

+ add category

+ add assignment

- remove

Revert

Save

Choose Term 2, Set to Category Weights. Add Category, choose Progress Mark 2, click OK. In the Weight column, type 100. Click Save.

T1	09/01/2011 Thu	11/15/2011 Tue	
T2	11/16/2011 Wed	03/15/2012 Thu	
T3	03/16/2012 Fri	06/28/2012 Thu	

T2

Calculate T2 final grade using: **copy**

Total points  
 Term weights  
 Category weights

Number of low scores to discard:

Name	Weight	Percent	Drop Low
Progress Mark 2	100	n/a	0

Revert Save

Choose Reporting Term 3, Set to Category Weights, Add Category. Choose Progress Mark 3. Click OK. In the Weight column, type 100. Click Save.

T2	11/16/2011 Wed	03/15/2012 Thu	
T3	03/16/2012 Fri	06/28/2012 Thu	

T3

Calculate T3 final grade using: **copy**

Total points  
 Term weights  
 Category weights

Number of low scores to discard:

Name	Weight	Percent	Drop Low
Progress Mark 3	100	n/a	0

Revert Save



Choose Reporting Term Y1. Set to Category Weights. Add Category- Final Mark. In the Weight column, type 100. Click Save.

Reporting Term: Y1 Mode: Calculations Grade Scales

Reporting Term	Start	End
Y1	09/01/2011 Thu	06/30/2012 Sat
T1	09/01/2011 Thu	11/15/2011 Tue
T2	11/16/2011 Wed	03/15/2012 Thu
T3	03/16/2012 Fri	06/28/2012 Thu

Y1

Calculate Y1 final grade using: **copy**

Total points  
 Term weights  
 Category weights

Number of low scores to discard: 0

Name	Weight	Percent	Drop Low
Final Mark	100	n/a	0

+ add category - remove

Revert Save

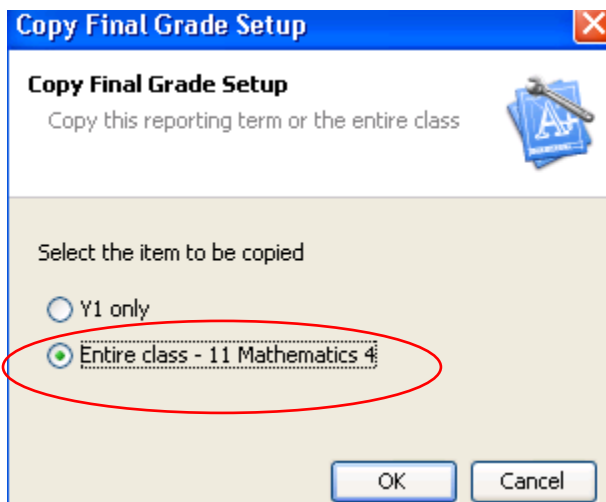
16. Copy Grade Setup to remaining classes. From the Tools menu, choose Copy Final Grade Setup.

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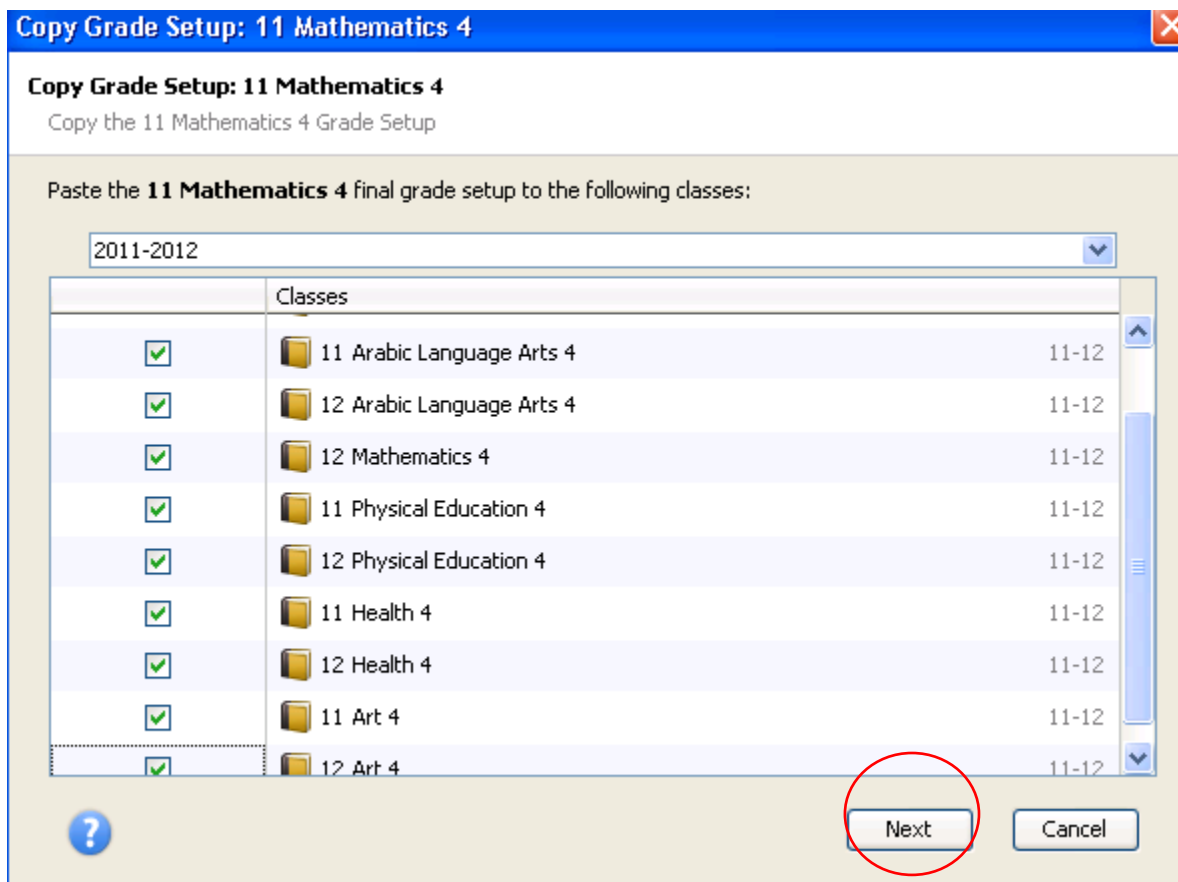
File Edit View Tools Window Help

- Check Spelling Ctrl+Shift+L
- Categories Ctrl+Shift+C
- Score Inspector Ctrl+Shift+I
- Fill Scores
- Import Scores
- Recalculate Final Scores Ctrl+Shift+R
- Copy Assignments
- Export Scores Template
- Birthdays Ctrl+Shift+B
- Copy Final Grade Setup**
- Preferences Ctrl+Comma

Choose Entire Class, then click OK.



Select all classes to copy the Final Grade Setup, then click Next.



A confirmation message will appear outlining what you are doing: Read *carefully* then click Finish.

## Copy Grade Setup: 11 Mathematics 4

### Copy Grade Setup: 11 Mathematics 4

Copy the 11 Mathematics 4 Grade Setup

Please confirm the following changes:

The final grade setup for each selected class will be updated. Any existing final grades for the reporting terms in those classes will be recalculated based on the new setup.

#### Selection Summary:

Source: 11 Mathematics 4

#### To be copied to:

- 11 Arabic Language Arts 4
- 12 Arabic Language Arts 4
- 12 Mathematics 4
- 11 Physical Education 4
- 12 Physical Education 4
- 11 Health 4
- 12 Health 4
- 11 Art 4
- 12 Art 4

Please confirm that the selections are correct, or go back to edit.



Back

Finish

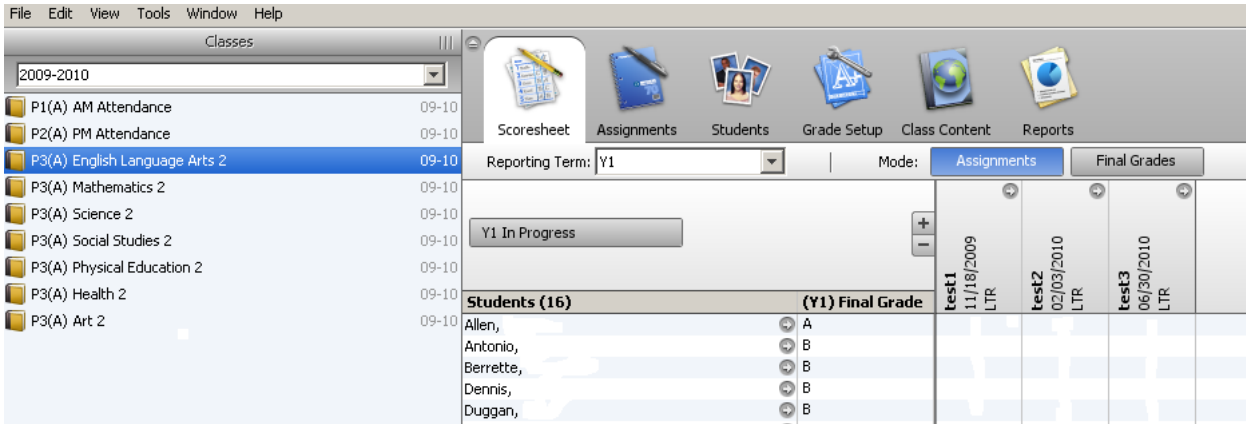
Cancel

21: If you are in a single Term and do not see an assignment you know you created,

The screenshot shows a software interface for managing class assignments. On the left, a 'Classes' list shows various subjects like P1(A) AM Attendance, P2(A) PM Attendance, P3(A) English Language Arts 2, P3(A) Mathematics 2, P3(A) Science 2, P3(A) Social Studies 2, P3(A) Physical Education 2, P3(A) Health 2, and P3(A) Art 2. The 'Assignments' mode is selected, and the 'Reporting Term' is set to T3. In the center, a 'T3 Not Started' button is visible. Below it, a table lists students and their final grades for T3.

Students (16)	(T3) Final Grade
Isabella	
Carl	
Kristopher	
MacKenzie	
Lyla	
Matalyn	
Curbie - James	

Select Y1 term and check the Due dates on each assignment,



Right click on each assignment and select Show Details to check and edit due dates.

