


Fraser Public Schools

PowerTeacher Gradebook Standards-Based Report Cards

Login to PowerTeacher

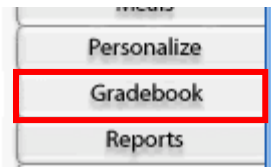
1. Go to <https://ps.fraser.misd.net/teachers>
2. Type in your **Username** and **Password**
3. Click **Enter**



The image shows the PowerTeacher login interface. At the top left is a small icon of a person with a book, followed by the text "PowerTeacher". Below this is a form with two input fields: "Username:" and "Password:". At the bottom right of the form is a blue button labeled "Enter".

Launch the Gradebook

1. Click the **Gradebook** tab on the left side of the screen.



2. Click the **Launch Gradebook** button.

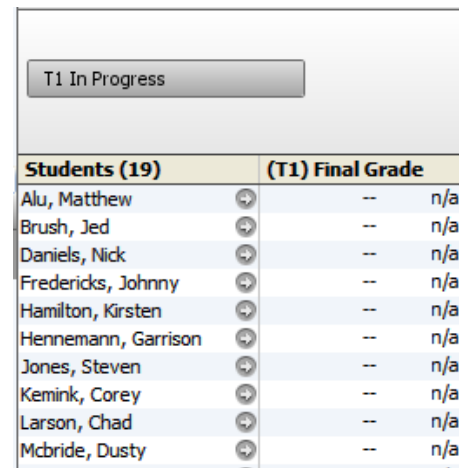


3. The Gradebook will launch in a new window.

Explore the Screen

Student List

In PowerTeacher you will see a list of your students and the name of the term that is in progress.

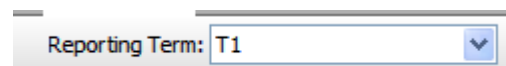


The image shows a screenshot of the Student List interface. At the top, there is a dropdown menu showing "T1 In Progress". Below this is a table with two columns: "Students (19)" and "(T1) Final Grade". The table lists 19 students with their names and current grades.

Students (19)	(T1) Final Grade
Alu, Matthew	-- n/a
Brush, Jed	-- n/a
Daniels, Nick	-- n/a
Fredericks, Johnny	-- n/a
Hamilton, Kirsten	-- n/a
Hennemann, Garrison	-- n/a
Jones, Steven	-- n/a
Kemink, Corey	-- n/a
Larson, Chad	-- n/a
Mcbride, Dusty	-- n/a

Reporting Term

Above the list of students you will see the name of the **Reporting Term**. You need to make sure this is set to the term you want to enter grades for.



The image shows a dropdown menu for the Reporting Term. The text "Reporting Term:" is followed by a box containing "T1" and a downward-pointing arrow.

Fraser Public Schools

Standards-Based Report Cards

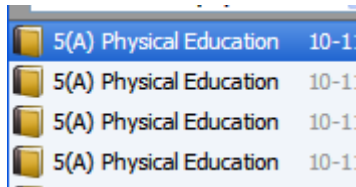
Class List

To the left of the Reporting Term is a list of your classes.

1. If you are a **classroom teacher** you will probably see multiple lists for the same students representing different subject areas.

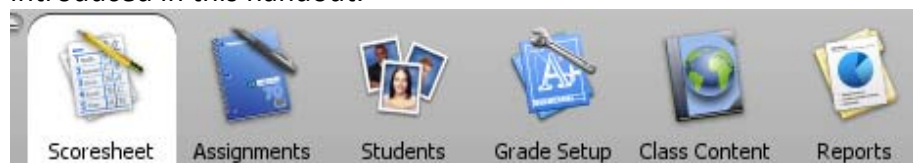


2. If you are an **enrichment teacher** you will see a list for each group of students that you teach. If you click on each one you will see a list of the students in that class.



Tabs/Icons

Across the top of the screen is a list of 6 different tabs/icons that can be used to access various features in **Teacher Gradebook**. You will not be using all of them right away. However, a few of them will be introduced in this handout.



Students

Use the **Students** icon to access information about each of your students.

Students (19)	Student Number	Birthday	Gender	Grade Level	Home Phone
Alu, Matthew	4240	01/27/2004	M	0	916-555-1369
Brush, Jed	4243	02/02/2004	M	0	916-555-1460
Daniels, Nick	3911	10/07/2003	M	0	
Fredericks, Johnny	3926	12/07/2003	M	0	
Hamilton, Kirsten	64	06/19/2003	F	0	916-555-2787
Hennemann, Garrison	4248	02/17/2004	M	0	916-555-2703
Jones, Steven	4254	03/15/2004	M	0	916-555-1423
Kemink, Corey	920	06/03/2003	M	0	916-555-2727
Larson, Chad	4237	01/16/2004	M	0	916-555-2718

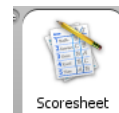


Reports

Use the **Reports** icon to print information about your students such as an **attendance grid** or **student roster**.

Name:	Description:
Attendance Grid	Student and date grid template for taking attendance
Category Total Report	Summary of category totals by section or by student
Final Grade and Comment Verification	Final grades and comments by reporting term
Individual Student Report	Summary of class activity per student
Missing Assignment Report	Listing of assignments that have not been scored
Scoresheet	Student grade and assignment data
Student Multi-Section Report	Student information from all of a student's sections.
Student Roster	Student demographic information listed one row per ...

Student Roster



Scoresheet

The **Scoresheet** icon is the one we will use to assign grades to the students.

Viewing Standards

1. Click on the **Scoresheet** icon.
2. Make sure the **Reporting Term** is set to the term you want to enter grades for.

Reporting Term: T1

3. Select the **class** on the left that you wish to enter grades for.

1(A) FULL DAY KIND 09-10
6(A) FULL DAY KIND 09-10

4. Opposite **Mode** click on **Final Grades**.

Mode: Assignments **Final Grades**

5. You will see a list of standards across the top of the screen.

Reading
Null LTR
Retells using...
Elementary Ra... LTR
Uses reading...
Elementary Ra... LTR
Reads grade...
Elementary Ra... LTR
Language Arts ...
Null LTR
DRA Level
Assessment NUM
Recognizes ...
Assessment NUM

Note: The headings (with the word **Null** under each) are just used to group related standards together. The actual standards that will be graded are represented by the lighter shaded tabs.

6. To see more detailed information for each code, right click on any of the standards and choose **Show Details**

Show Details
Fill Scores
Copy Scores
Paste Scores
Clear Scores

7. A full description of the standard will be displayed at the bottom of the screen.

Standard Related Standards

Name: Retells using simple story elements Grade Scale
Standard ID: K.L.A.R.1 Score Type
Reporting Term: S1
Description: Retells using simple story elements

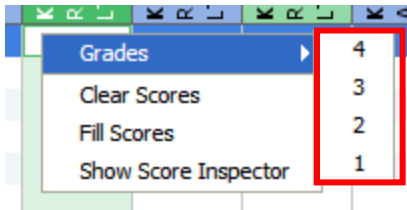
8. Clicking on each standard in turn at the top of the screen will change the description to the one that is currently selected.

Standard Related Standards

Name: Uses reading strategies
Standard ID: K.L.A.R.2
Reporting Term: S1
Description: Uses reading strategies

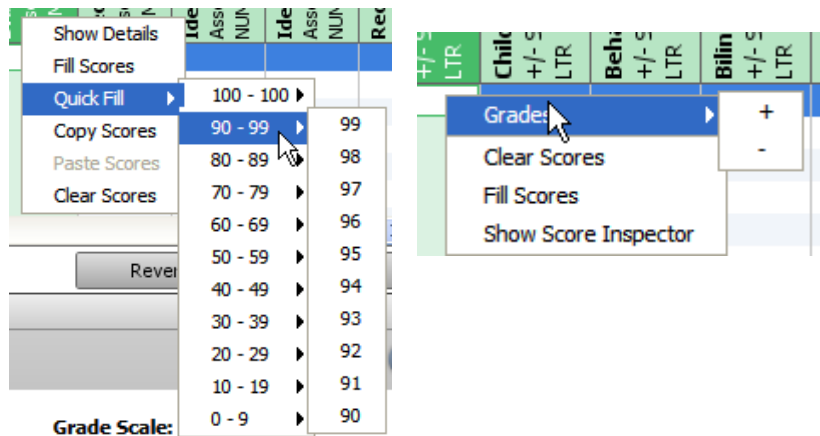
Entering Standard Grades

1. Right-click opposite a student name under a standard you wish to grade and you will see a menu of options to choose from.



2. Opposite **Grades** is a list of scores to choose from. The grades could include

- rating scales with letter and/or numbers,
- traditional letter grade scales
- Yes/No responses
- Numeric scores

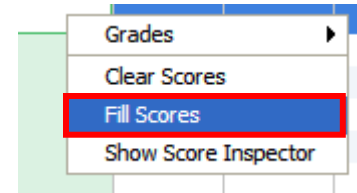


Note: Rather than right-click and select a grade, you can simply type a grade into the grid and use the arrow keys or tabs to move to the next standard or the next student.

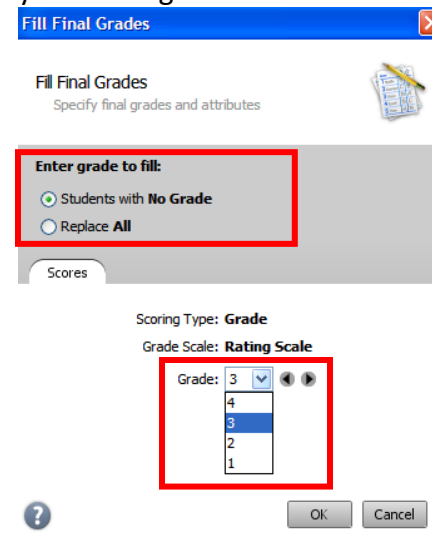
Fill Score

Often many of the students in the class are at a common level with regard to a standard. If that is the case, you can fill in the same score for all students, and then just change those that are different.

1. Right-click in the first cell below a standard and choose **Fill Scores**.



2. In the window that appears, choose the grade you wish to assign to all students and indicate whether you want the grade entered for everyone or just those students who do not yet have a grade. Click **OK**.



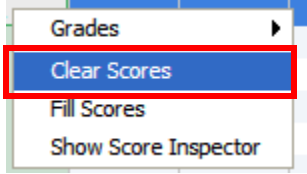
3. After the grades are filled, go through the list and change grades where you need to by typing over the grade that is there.

Fraser Public Schools

Standards-Based Report Cards

Clear Score

To clear a score for a student, right-click and choose **Clear Score**.



Save Your Work

Make it a practice to save your work frequently by clicking on the **Save** button in the lower right corner of the screen.



If you are filling in one standard at a time, you should save after filling in grades for each standard.

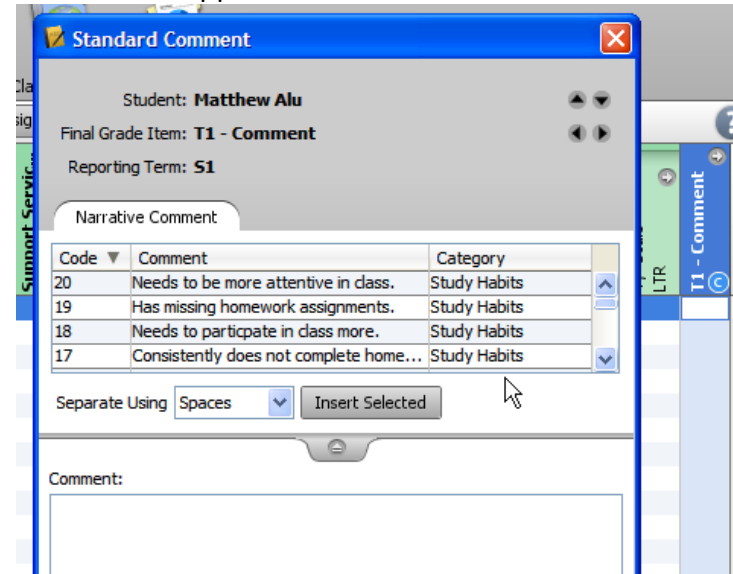
Add Comments

Comments may be included with the standards you will be grading. To enter a comment:

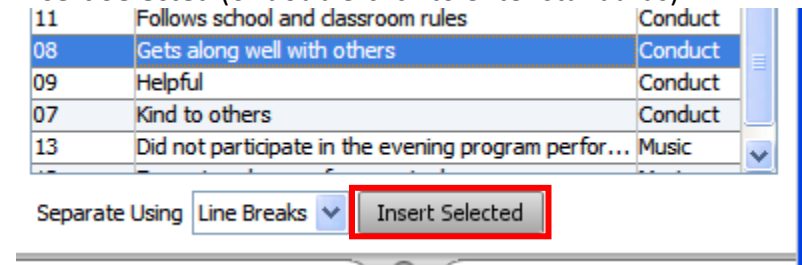
1. Go to the comment standard (often the very last standard in the list of standards for the class). You will find a **C** in the corner.



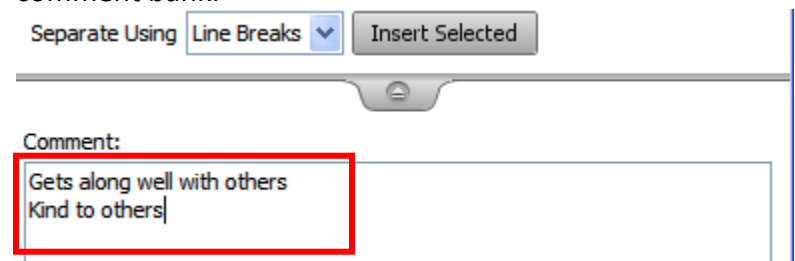
2. Double-click opposite a student name under this standard.



3. From the comment bank, select a comment and then choose **Insert Selected** (or double-click to enter standards).



4. The comments will be displayed in the space under the comment bank.



Fraser Public Schools

5. You can also type in the **Comment** area to modify the comments that have been entered.
6. You can see the number of characters entered in the lower left corner of the window.

109 of 4000 characters

Print Report Cards

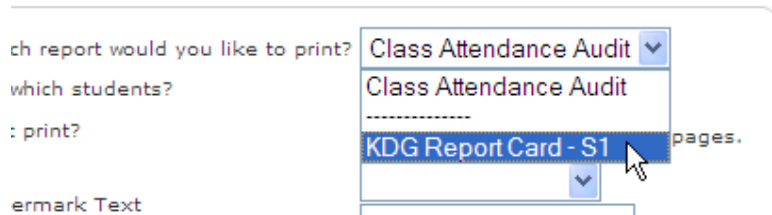
Once all the standard grades and comments have been entered by all the teachers (classroom and enrichment teachers) report cards can be printed (if teachers are given access to print report cards).

To print report cards:

1. Close the **Gradebook**.
2. Return to **PowerTeacher**
3. Click the **Reports** tab on the left side of the screen.



4. From the **Reports** screen choose the report you would like to print. Then click **Submit**.

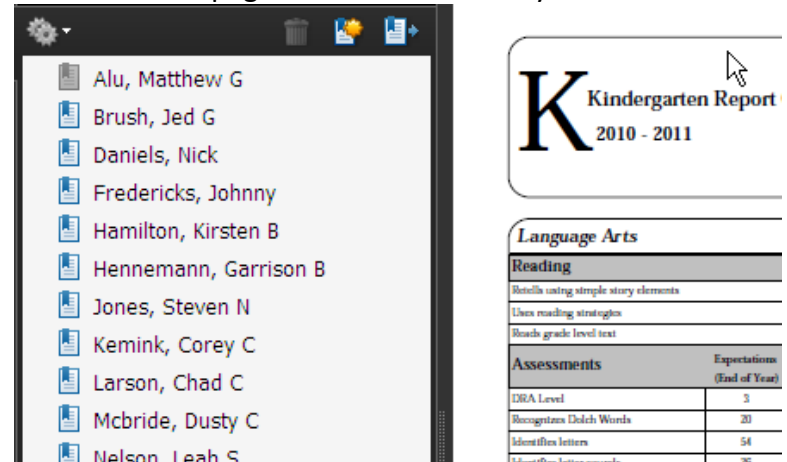


Standards-Based Report Cards

5. You will see the print running in the **Report Queue**
6. Once it has completed, click **View** to open the pdf file that you can print.



7. There will be a page for each student in your class.



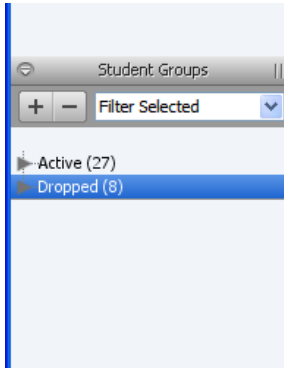
8. Click on the printer icon to send the report cards to the printer or click the save icon to save the file to print later.



Grades for Inactive Students

Teachers can add grades for inactive students, but they are not able to print report cards for those students from PowerTeacher. To enter grades for inactive students:

1. Choose **Filter Selected** and **Dropped** from the middle panel on the left side of the Gradebook under **Student Groups**:



2. You will see a list of students who have been dropped from the class. Follow the instructions on pages 3-6 of this handout to enter grades for these students.
3. Be sure to save the grades after they are entered.

Note: Once you have entered grades for inactive students that are receiving report cards, someone with access to PowerSchool's administrative side will need to print the report cards. They can not be printed from PowerTeacher in the same way that you print report cards for your active students.

Attaching Standards to Assignments

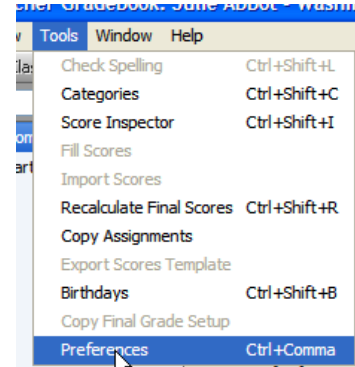
It is possible to enter a grade for each standard at the end of the card marking without using Gradebook assignments.

However, in the latest version of the PowerTeacher Gradebook, you can also attach standards to assignments to help with the grading.

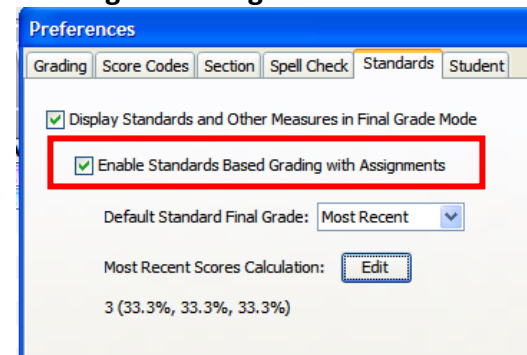
Setting Preferences for Grading

The first step in connecting standards to assignments is to define the preferences for grading.

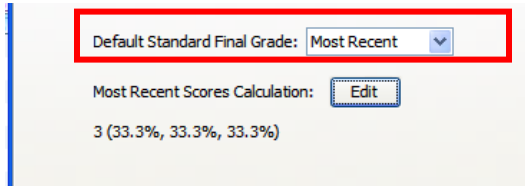
1. Go to **Tools**→**Preferences** in the Gradebook.



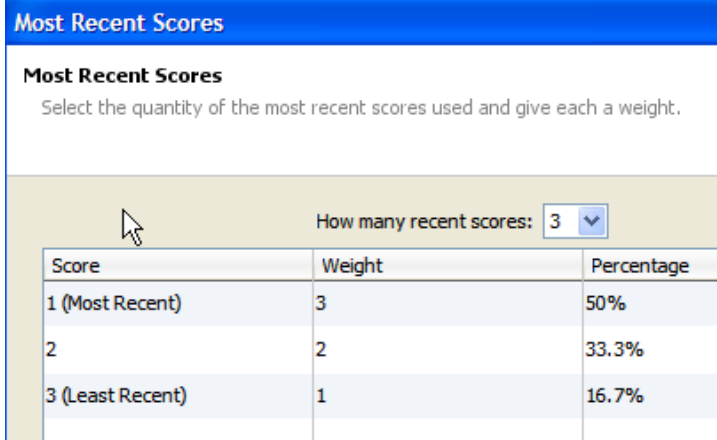
2. Choose the **Standards** tab and select **Enable Standards Based Grading with Assignments**.



3. Select the way to calculate the default final grade (you can always override the default grade if you wish)



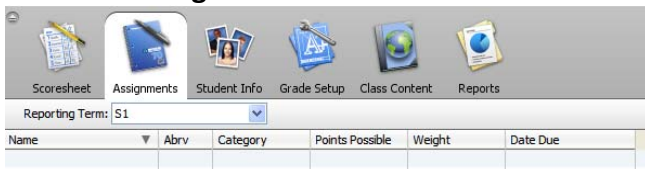
4. If you choose **most recent**, use the **Edit** button to define the number of recent scores and the weight of each score.



5. Click **OK** to exit **Preferences** once your preferred grading method is set.

Adding Assignments

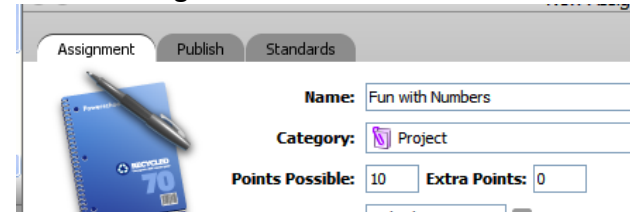
1. Choose the class you wish to add assignments for, and then select the **Assignments** tab.



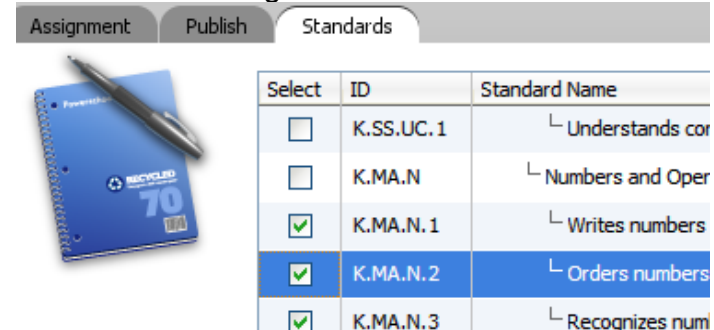
- Click the **Plus** button at the bottom of the screen to add assignments.



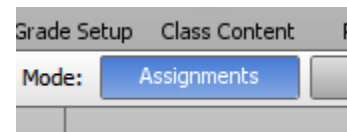
2. Add the assignment information and **Save**.



3. Click the **Standards** tab and choose the standard(s) to attach to this assignment.



4. Choose the **Assignments** mode of the Scoresheet.



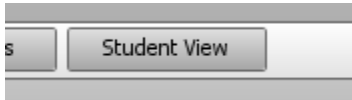
- Click on the arrow to the right of the assignment to see the connected standards.



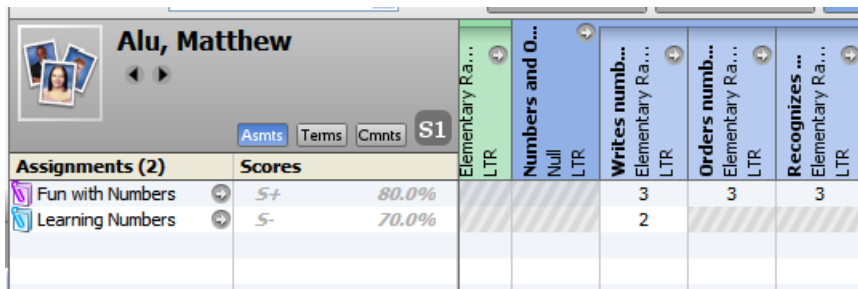
- Enter scores for each standard that reflect the level of competency shown on the assignment.



- Choose the **Student View** of the Scoresheet.



- The standard scores for each assignment will display.



- At the bottom of the student screen will be summary information for each standard.

Assignments (2)	Scores		Elementary LTR	Numbers	Writes nu	Orders nt	Recogniz
	Score	Percentage	Elementary LTR	Numbers	Writes nu	Orders nt	Recogniz
Fun with Numbers	S+	80.0%			3	3	3
Learning Numbers	S-	70.0%			2	3	3
Final Score - most recent					2	3	3
mean	S	75%			2	3	3
weighted mean	S	75%			2	3	3
median	S	75%			2	3	3
mode					2	3	3
highest	S+	80%			3	3	3
most recent - 3	S	75%			2	3	3
times assessed	2				2	1	1

- Choose the **Final Grade** mode of the Scoresheet to see the calculated **Standard Grades** for those standards with assignments attached.

Content	Reports	
Items	Final Grades	Student View
Writes num... Elementary R...	2	3
Orders numb... Elementary R...	3	3
Recognizes ... Elementary R...	3	3
Understands... Elementary R...		
Measurement		

Note: These standard scores will be calculated based on the default standard grading scale chosen under **Tools→Preferences**.

- Summary statistics will be displayed at the bottom of the screen.

Note: The default final grade for all standards can be overwritten.