Power Teacher Gradebook Quick Guide: Secondary

USING AS A GRADEBOOK

Make sure you are set to the current year. You cannot rearrange classes here.

When in the scoresheet, on the assignments tab, be sure to pick the marking period you want to look in.
You will see all your students and all the assignments you have created.

See active or dropped students
You can to see grades for dropped students (highlight them and run a report)
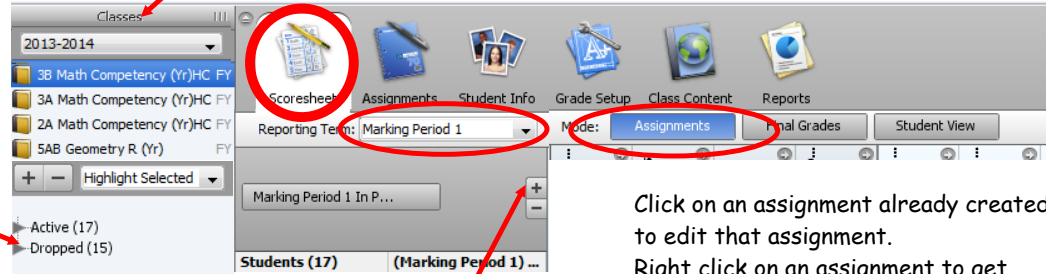
Click on an assignment already created to edit that assignment.
Right click on an assignment to get other options, such as fill scores, etc.
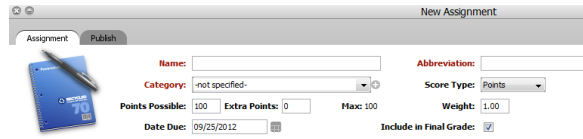
Hit the + to add new assignments.

Allows you to choose your own **categories** for assignments for your classes.
Hit the + to add your own, double click on an existing one to change that.

- Fill in the Name and Category (abbreviation populates automatically).
- Set possible points, any available extra points, and due date.

- Publish Date: As soon as it is in your gradebook, if no grade is entered, it shows up as missing for students/parents in Parent Connect, so you may not want to enter assignments until you ready to enter grades.

- Be sure to check "Include in Final Grade" if you want it to average in!
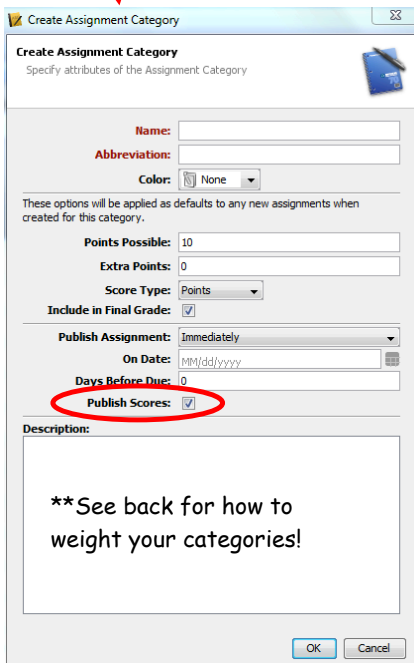
Give your Category a name & Abbreviation
You can choose a color so your gradebook will be color-coded

The rest of these options set the defaults for new assignments created in this category (you can always change on any individual assignments if you choose)

The Publish Scores should be checked - otherwise students/parents will NOT be able to see their score! Any Assignments with a small exclamation mark are not set to Publish Scores:

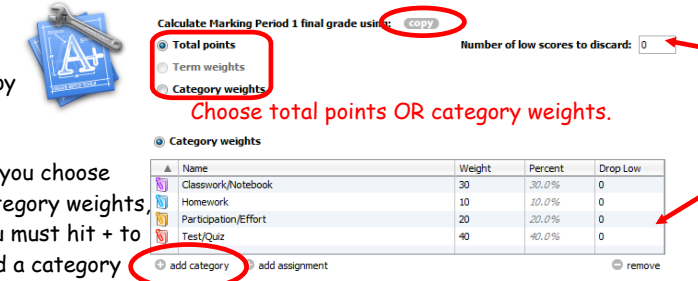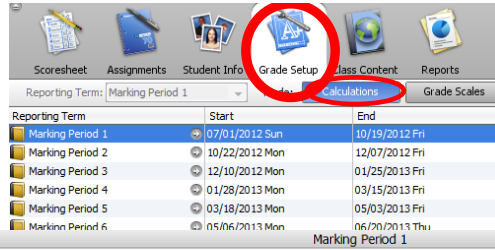**See back for how to weight your categories!
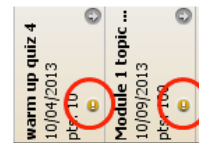
GRADE SET UP

When on the Grade Setup tab and Calculations, you can double click on a particular marking period to customize your gradebook.

When you do this, you are only changing it for the class/ subject you are in and marking period you chose.

You have to choose copy to copy that set up to other marking periods or classes.

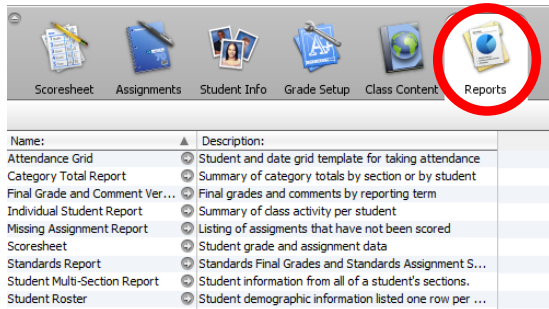**Choose total points OR category weights.**

If you choose category weights, you must hit + to add a category

You can also choose to drop the lowest score of all scores OR in any particular category

RUNNING REPORTS

When in the Reports Tab, you can run all sorts of reports. You will become familiar with them as you try the different reports out.

Double click on the report you want, and you can then customize the criteria for the report you want, as well as change the layout of the printed report.
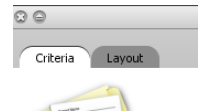
MP GRADES Secondary (6-12) only; there is separate guide for Elementary (K-5) Quarter Grades!

When in the scoresheet, on the final grades tab, you will see the final grades for student report cards, a column for comments, and averages in each different category you used.
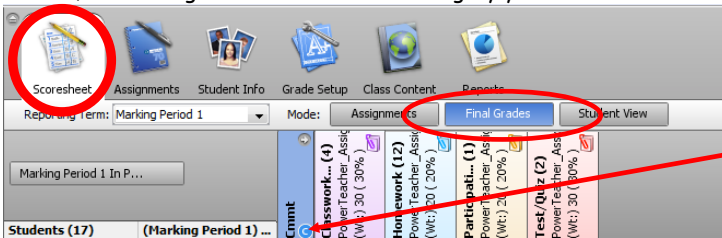
Your comments must be in the blue comment column. Double click in this blue comments column or right click and choose "Show Comment Inspector"
Once comment box is open, use the small arrows to move to next student rather than closing and reopening each time!
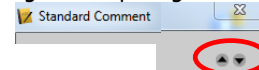
To manually override grades, double click on the MP grade. DO NOT use the comments in here, they will NOT show on report card.

Last Step for grades - Once you are all set with grades, you need to indicate this for EACH class/ subject.
Click "In Progress"
then check Final Grade Complete & OK