

PowerTeacher Gradebook: Analysis and Reporting

Quick Reference Card

The Scoresheet

Use the Scoresheet to create and score assignments, and view and edit final grades for students enrolled in a class. The Scoresheet is divided into three modes: Assignments, Final Grades, and Student View. Regardless of the mode you choose, the left section of the pane displays the status of the term, as well as the names of the students in the selected class and their current final grades.

Assignments Mode

1. On the Scoresheet, click the Assignments mode
2. To the left of the assignment headings, click **+** to add a new assignment
3. In the lower pane, enter the assignment details, and click **Save**
4. To delete an assignment, select the assignment you want to remove, and to the left of the assignment headings click **-**
5. Click **Yes**
6. To score an assignment, click in a student's score cell and enter a score manually, fill scores, or use the Score Inspector

When you change a score for an assignment, the new score immediately affects the Final Grade for that student.

7. To view mean, median, and mode values for each of the assignments, click **Summary**
 - The mean is the mathematical average of the scores
 - The median represents the middle of all values: one-half of the scores will be above this number and one-half will be below
 - The mode indicates the most common, or frequent, value

Use these values as indicators of how well students perform on assignments. If any one of the values is unexpectedly

low, it may be that students need additional practice on the skills and concepts you're assessing, or you need to revise the assignment.

Final Grades Mode

1. On the Scoresheet, click the Final Grades mode
2. Enter final grades for additional components such as Citizenship or Standards
3. View all of the category totals for each student and change the format of the totals

For example, to view letter grades for each category, right-click on the Category heading and select **Letter Grade** from the menu.

4. Below the student names, click **Summary** to view a summary of statistical information about the final grades your students have earned in each category or standard

Student Mode

1. On the Scoresheet, click the Student View mode
2. View specific information for each student individual
3. Above the student names, click **Asmts** to see all the assignment grades for the selected student
4. Click **Terms** to see all the term final grades for the selected student
5. Click **Cmnts** to show the standards-based Comment columns for the selected student
6. Click each of the Student View options a second time to hide the information

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Filtering the Scoresheet

By default, the Scoresheet displays all of the assignments you have created, listed chronologically by their due dates, from right to left. Filter the Scoresheet to focus on one student's assignments, assignments within a specific reporting period or time frame, or assignments within a specific category.

To filter assignments by a reporting term or smaller unit of time:

1. Above the student names, open the Reporting Term menu
2. Select a reporting term, such as **Q1**, or select a smaller unit of time, such as **Last Week**

To filter assignments by category:

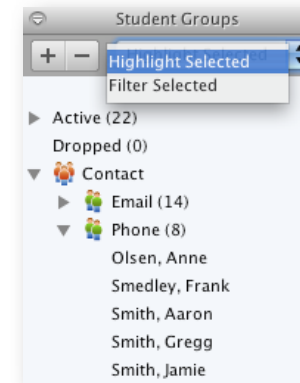
1. In the Categories pane using the filter menu, choose **Filter Selected**
2. Select a single category, such as **Quiz**, to show only the assignments in that category
3. Select more than one category by holding down the Ctrl key (Windows) or the Command key (Mac) and selecting each category
4. View individual student scores in these categories
5. Click **Summary** to view the summary of statistics for the selected categories

Student Groups

Group students to increase your ability to adapt instruction to their particular needs. You are not limited to grouping based on academics alone; the example below shows a grouping based on the way parents prefer you contact them.

1. From the Classes pane, select a class

2. In the Student Groups pane, click **+** and choose **Add Group Set**
3. Enter a name for the Group Set, such as **contact** and click **OK**
4. Control-click or right-click **Group 1** and select **Edit**
5. Enter a name, such as **Email** and click **OK**
6. Click **+** again and choose **Add Group**
7. Enter a name for your group, such as **Phone** and click **OK**



Add Students to Groups

1. Click the Assignments mode, and expand your new group
2. Select a student's name, and drag it to a group
3. To add a group of students at once, Ctrl-click (Windows) or Command-click (Mac) the student names and drag them into a group
4. To change a student from one group to another, click the arrow to the left of the group name, drag the student's name out of one group, and drop it into a different one

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Filter by Student Groups

To filter the Scoresheet to show one student group only:

1. Select a class
2. In the Student Group pane, choose **Filter Selected**
3. Select a group

To filter the Scoresheet to show one student only:

1. In the Student Group pane, choose **Filter Selected**
2. Open the **Active** group
3. Select a student

Mass Fill Scores for Selected Groups

Assign scores to a group at one time using your student groups and Fill Scores. Also, use the category filter to narrow the list of assignments down to a specific category.

1. Select a class
2. In the Student Group pane, choose **Filter Selected**
3. Select a group
4. In the Categories pane, select the category of the assignment you want to score, such as **Homework**
5. Right-click or control-click the assignment column, and select **Fill Scores**
6. Using the Fill Assignment Scores window, mark the assignment Collected, Late, Exempt, or Missing for the whole group or enter a group score and a comment
7. Click **OK** to fill scores for the group
8. Click **Save**

Reports

Use the reports available in the gradebook to provide a paper or electronic copy of information to show the principal, a student, or a parent. You can personalize each report by entering a custom title or including a top note, bottom note, and signature line. There are several types of reports available, and they can be presented in three output types: PDF, HTML, or Text Export (CSV).

- **Attendance Grid** - Use to mark attendance manually when outside the classroom. Format to print for specific dates or no dates.
- **Category Total Report** - View a summary of category totals for a student or class. Report a specific term or all terms.
- **Final Grade and Comment Verification** - View final grade information for your students. Select to include all final grade information or specific information, like final letter grades.
- **Individual Student Report** - View a summary of class information per student similar to a progress report. Choose what grade information is printed as well as the date range.
- **Missing Assignment Report** - View a list of students with assignments not scored or missing. Select to print the student number instead of name so you can post the list publicly.
- **Scoresheet** - Print a paper copy of grade and assignment data. Choose to print all categories or one category, and select to include final grades and assignments.
- **Standards Report** - View a student's standards final grades and standards assignments scores for a specific reporting term. Organize the report by class or by student.
- **Student Multi-Section Report** - View final grade information for all of a student's sections, not just your class. Specify what grades to include and show dropped classes.
- **Student Roster** - View student demographic information. Select to include a variety of student information and even format a column to keep track of money collected or permission received.

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Run the Individual Student Report

Use the Individual Student Report when you want to print progress reports for one or all of your students. The report prints one page per student.

To run the report for all students:

1. Click the Reports tab
2. Double-click **Individual Student Report**
3. On the Criteria tab, select the report Output Type, such as **PDF**
4. Select **Active Classes** to include students in all of your sections
5. For Order By, choose **Section, Student** to sort the report by section and then alphabetically by students' last names
6. For Students, choose **All Enrolled** to print the report for all currently enrolled students
7. For the Student Field criteria, select **Student Name** to specify how the student is listed on the report
8. For Abbreviate, check which items to abbreviate
9. Use the Include criteria to specify the information you want to include on the report: Final Grades, Assignments, Comments, and/or Categories
10. Choose a Date Range

To enter a date range manually, select **Manual** and enter a Start Date and End Date.

11. Click **Layout**
12. Enter a Report Title, such as **Q1 Progress Report**
13. To ensure that only one student's information appears per page, set Page Breaks after each section and student by checking **On Sections** and **On Students**
14. To include a Top Note, check **include**
15. In the text field, enter the note and check **bold** if you want the text to be bolded

16. To include a Bottom Note, check **include**
17. In the text field, enter the note and check **bold** if you want the text to be bolded
18. To include a Signature Line, check **include**
19. Click **Run Report**
20. To view the report, select **Open Report** and **OK**

Individual Student Report							Anderson, Cody	
Class: 3(A) English Survey							Teacher Name: Sheldon Bowe	
Final Grade								
Reporting Term	Letter Grade	Percentage	Final Grade Comment					
Q1								
Q2	A	97%						
S1	B	92%						
Q3	B	90%						
Q4	A	98%						
S2	B	94%						
Assignment Scores								
Date	Category	Assignment	Score	Pts. Poss	%	Grade	Score Comment	
06/09/2011	Homework	chapter 1 reading	20	20	100	A		
06/21/2011	Project	Poetry Book	9	10	90	B	Great work!	
06/21/2011	Quiz	Quiz 1 (5.0x)	10	10	100	A		
06/21/2011	Quiz	Quiz 2* (2.5x)		20				
06/21/2011	Quiz	Quiz 3 (2.0x)		25				
06/21/2011	Homework	Self Poem	25	30	83.3	B		
07/09/2011	Homework	chapter 2 reading	18	20	90	B		
08/09/2011	Homework	soliloquy	45	50	90	B		
09/09/2011	Homework	CH 5 reading	18	20	90	B		
10/09/2011	Homework	writing	20	20	100	A		
11/09/2011	Homework	CH 6 reading	20	20	100	A		
12/09/2011	Homework	CH 8 reading	18	20	90	B		
02/09/2012	Homework	CH 9 reading	16	20	80	C		
02/11/2012	Homework	CH 9 questions	20	20	100	A		
03/09/2012	Homework	CH 11 reading	19	20	95	B		
03/14/2012	Homework	CH 11 questions	20	20	100	A		
04/09/2012	Homework	web ASMT	20	20	100	A		
Category Summary								
Category	# of Asmts	Total Points Earned	Total Points Possible	Percentage	Letter Grade			
Homework	13	279	300	93%	B			
Quiz	1	50	50	100%	A			
Project	1	9	10	90%	B			

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View Options

Use zoom controls to change how you view the information on the gradebook window.

To increase the size of the text on the Scoresheet:

1. From the View menu, select **Zoom**
2. Select **Increase** or a percentage, such as **200%**, or press **Ctrl + Shift + =** on your keyboard

To decrease the size of the text on the Scoresheet:

1. From the **View** menu, select **Zoom**
2. Select **Decrease** or a percentage, such as **80%**, or press **Ctrl + Shift + -** on your keyboard

Moving Panes

Moving panes is useful when you want to hide certain PowerTeacher Gradebook window panes, or when you want to expand the visible area of a certain pane.

1. Use the arrows at the top of a pane to expand or collapse the pane; for example, if you want to see more of the Scoresheet, close the Tabs pane
2. To resize the height of panes, click the gray horizontal separation bar in the pane and drag it up or down to change its position
3. To resize the width of a pane, click the pane's vertical separation line and drag the line to the left or right to change its position

New Window

When you want to view or work with more than one class at a time, open a new gradebook window.

1. To open a new window, open the Window menu and select **New Window**
2. To view a different class, in the Classes pane, select the class
3. Move the new window to do a side-by-side comparison of students' scores
4. Enter new scores or navigate to a different gradebook page
5. Close the window as you would close any other web page

When you close the new window, the original window remains open; your session is not terminated.

Scoresheet Quick Entry Keys

On the Scoresheet, you can enter score indicators manually, fill score indicators, or use the Score Inspector to enter indicators. In addition to those score entry methods, you can use the Quick Entry Keys to mark assignments Collected, Late, Exempt, or Missing.

To mark an assignment Collected:

1. Enter **col** in a student's score cell, and press **Enter**
2. Enter a period (.) in the score cell, and press **Enter**
3. Right-click in the score cell, and select **Collected** from the menu

To mark an assignment Late:

1. Enter **lt** in a student's score cell, and press **Enter**
2. Enter an asterisk (*) in the score cell, and press **Enter**
3. Right-click in the score cell, and select **Late** from the menu

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To mark an assignment Exempt:

1. Enter **ex** in a student's score cell, and press **Enter**
2. Right-click in the score cell, and select **Exempt** from the menu

To mark an assignment Missing:

1. Enter **mi** in a student's score cell, and press **Enter**
2. Enter a forward slash (/) in the score cell, and press **Enter**
3. Right-click in the score cell, and select **Missing** from the menu

Gradebook Preferences

Use Preferences to indicate how you want grades to be calculated, stored, and displayed. Also, choose how to distinguish your different sections, format your Spell Check, create personal comments and score codes, and set up standard-based calculations.

1. Open the Tools menu (Windows) or the PowerTeacher Gradebook menu (Mac) and select **Preferences**
2. Use the Comment Bank tab to create personal comments
3. On the Grading tab, format the grading options that meet your preferences or your school's policies
 - Rounded option - a grade of 89.75% would be rounded to 90%
 - Truncated option - the same grade would be calculated as 89%
 - Choose to store grades with up to 5 decimal places
 - Choose to display final grades with letter grade, percent, or points earned

If all the check boxes are cleared, the Final Grade column will

be blank.

4. Use the Mail tab to enter an email signature
5. Use the Score Codes tab to enter codes specific to your gradebook
6. Use the Section tab to identify your sections by period day or section number, list your classes by the course name or a custom name, and sort your courses by Period/Day, Section Number, or Course Name
7. Use the Spell Check tab to enable Spell Check and manage your dictionary
8. Use the Standards tab to display standards in Final Grades mode, enable standard-based grading with assignments, and format calculations
9. Use the Student tab to format how students appear on your scoresheet
10. When you are finished, click **OK**

Add Content Groups and Web Links

The Content modes contain links to websites and information on the web. Information in School Content is provided by your PowerTeacher administrator. You can add online resources you'd like to use in My Content. If you plan to gather several links, you might consider creating groups of links. If so, create Content Groups, then select a Group for the link you are adding.

To create a Content Group in My Content mode:

1. Click the Class Content tab, and then click **My Content**
2. Click **Content Groups**
3. On the Content Groups window, click **+**
4. Enter a Name for the group
5. Select a Color for the group
6. Enter a Description of the type of content included in the group

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7. Click **Close**

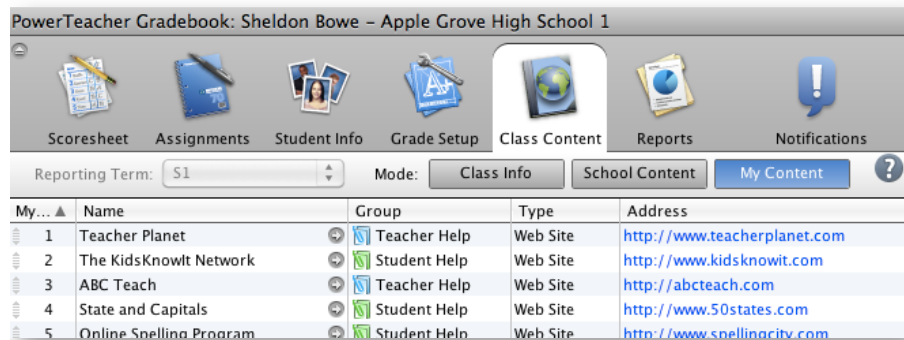
To add a link to an Internet site:

1. Click **+**
2. Enter the Name and Address of the website
3. Choose a Type for the content ("Web Site" is the default content type)

If you're linking to a document that resides on your district server, select PDF or Word Doc to match.

4. If applicable, select a Content Group
5. Enter a Description
6. Click **Save**

The links and link groups will appear on the My Content page.



Import & Export Scores

PowerTeacher gradebook provides the tools for exporting Scoresheet information for a single assignment from PowerTeacher gradebook into a comma-separated values (csv) text file using the PowerTeacher Score Template. Then you can use the file to record assignment scores offline. Once you are finished recording assignment scores, import the updated information back into PowerTeacher gradebook.

To export scores:

1. Select a class and click **Scoresheet**
2. Right-click or control-click the assignment heading of the assignment that you're going to export and select **Export Scores Template**
3. If you've already record some scores, click **Yes** to include them in the export
4. On the Save Scores File prompt, verify that the Save As field populates with the name of the assignment followed by `_pst.csv` (add `.csv` if necessary)

Although it is recommended that you leave the default setting, you may enter a different file name for the Scores template.

5. Choose the location where you want to save the Scores

Desktop is the default location.

6. Click **Save**
7. Open the template using a spreadsheet application
8. Enter scores for each student in the Points, Percentage, or Letter Grade column and save the file

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To import scores:

1. Right-click the assignment heading you want to import scores for, and select **Import Scores**
2. Select the import file and click **Open**
3. On the Import Scores window, select the format of the file

If you exported a Scores template, rather than creating your own CSV or Text file, select **PowerTeacher Score Template**.

4. Use the default values for the other import fields, and click **Next**
5. Select to keep the existing scores in the gradebook or overwrite the existing scores
6. Use the Advanced tab to review the scores that will be imported, and click **Import**

The scores are imported into the correct assignment and correct student score cells.

7. Click **Save**