

PowerTeacher Gradebook Standards Quick Reference Card

PowerTeacher Gradebook Standards

Use this document to walk through the steps of the most common operations when working with standards in PowerTeacher Gradebook. Operations include attaching standards to assignments, viewing standards scores and comments, recording standards grades, and running the Standards report.

Using this Quick Reference Card

All actions in this document are performed in PowerTeacher Gradebook. Teachers should be familiar with how to use PowerTeacher and how to launch PowerTeacher Gradebook.

Final Grade Setup

The standards final grades that you see in Final Grades mode (a topic covered later) are not part of the student's course final grade. Standards final grades are calculated separately, stored separately, and displayed separately on the student's Quick Lookup page. To have a standards final grade count in the course final grade (whether Q1, Q2, or S1), you must set up standards weighting in the final grade setup.

Use the standards weights method in conjunction with term weights to calculate a student's course final grade based on final grades from a term and from one standard or multiple standards.

1. Select the Grade Setup tab and click **Calculations**
2. Double-click **S1**
3. Select the final grade setup method **Term Weights / Standard Weights**
4. Click **Add Standards**

5. Check the standard or standards to include in the final grade
6. Click **OK**
7. Change the weighting of the terms and standards, if needed
8. Click **Save**

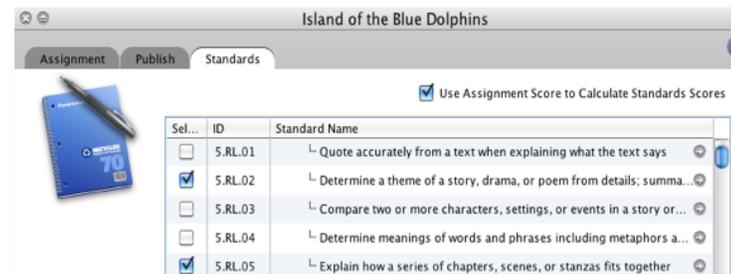
Scoresheet Assignments Mode Operations

On the Scoresheet tab, access three different modes when working with student assignments and grades: Assignments, Final Grades, and Student View. Use the Assignments mode on the Scoresheet to attach standards to assignments.

Attaching a Standard to an Assignment

In the gradebook, you can associate School standards with assignments. Standards are specific to a course and help you analyze student progress on assignments and assessments. Begin on a chosen class Scoresheet, and make sure you are viewing the Assignments mode:

1. Find the assignment you want to attach a standard to
2. Double-click the Assignment header
3. Click the Standards tab



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- To attach a standard, check the standard

To view the Standard Details, click the arrow to the far right to see the standard identifier, description, and grade scale.

- If you want the score entered for the assignment to calculate the standards score, check **Use Assignment Score to Calculate Standards Scores**

Enable the auto-calculate and new assignment default setting in the gradebook preferences.

- Click **Save**
- Close the Assignment Details pane

Notice the Standard symbol "S" in the assignment header. This indicates that you attached a standard, and you can open the standards drawer. If the S has a gray background, you are still scoring those standards. If the S has a green background, you have completed scoring those standards. The gear icon with an arrow indicates that assignment scores are calculating the standard scores.

Students	Final Score	A	T	Fact/Main idea 12/07/2013 %	Rough Draft="h... 01/11/2014 %	How to paper p... 02/09/2014 %	
Anderson, Bethany	O-	87%	-	-	89%	80%	88%
Crando, Jordan	O-	88%	-	-	97%	90%	96%
Crando, Justin	O	91%	-	-	86%	90%	88%
Dumont, Clay	O	91%	-	-	95%	80%	100%
Godfrey, Joseph	S+	82%	-	-	83%	70%	88%

Using the Standards Drawer

Click the "S" icon to open the standards drawer and display the standards that you attached to that assignment. Attached standards are listed to the right of the assignment header in hierarchical order. The titles of standards headers match the attached standards listed in the Assignment Details Standard pane. Standard levels are indicated by color. Top-level standards alternate between green and blue column headings. Subsequent standards use a different shade of the column heading color.

Students (20)	(S2) Final Gr...	A	T	Fact/Main idea 12/07/2013 %	Independent... Standards Ru... LTR	Writing proc... Standards Ru... LTR
Anderson, Bethany	O-	87%	-	-	89%	M
Crando, Jordan	O-	88%	-	-	97%	M
Crando, Justin	O	91%	-	-	86%	M
Dumont, Clay	O	91%	-	-	95%	M
Godfrey, Joseph	S+	82%	-	-	83%	M

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Student View Mode: Specific Student Scores

Use Student View mode to work with a single student to review all standards scores across all assignments.

Reporting Term:	S1	Mode:	Assignments	Final Grades	Student View		
Anderson, Bethany Absent: - Tardy: -							
Asmts Terms Cmts S1							
Assignments (6)	Scores / Grades	Quote accurately... Standards Rubri...	Determine a th... Standards Rubri...	Compare two or... Standards Rubri...	Determine mea... Standards Rubri...	Explain how a s... Standards Rubri...	Describe how a...
Q1	O- 87.0%	E	E				
Q2	O- 87.0%		E			E	
S1	O- 87.0%	E	E			E	
Q3	O- 86.0%						
Q4	O- 88.0%						
S2	O- 87.0%						
Reading group Ho...	O 90...	E	E				
Quotations	S+ 80...						
Finger People	O 90...						
Island of the Blue...	O- 88...		E			E	
Author Study	S 79...						
Spelling Test	O+ 95...		E				

Starting from the Scoresheet:

1. Click **Student View**
2. In the Student Groups section on the left, open the Active group
3. Select a student's name

All standards associated with this course are displayed to the right of the assignments list in hierarchical order from left to right. Assignment titles that contain a gear icon with an arrow indicate that the lower level standard scores are calculating the higher-level standard score. Final Score summaries and calculations are listed below the assignment section.

4. If you attached standards to an assignment, you can enter individual scores for those standards

Cells with gray diagonal lines mean the standard isn't associated to the assignment.

5. Open the Assignment Details pane for an assignment by clicking the gray arrow to the right of the assignment name
6. For Standards, check or clear the desired standard
7. Click **Save** if you made changes
8. Close the Assignment Details pane

To use the Score Attributes window/Score Inspector:

1. Right-click the desired cell
2. Select the desired grade attribute (such as Collected, Late, Exempt, or Missing)
3. Click **Save** to preserve the new attribute

Exempted scores are not calculated in the Final Scores section, and Collected can only be marked in a cell without a score.

4. Right-click another cell, and select **Grades**
5. Choose the desired grade, and click **Save**
6. If one standard is attached to multiple assignments, right-click a score cell, and select **Fill Scores**
7. Choose whether to replace cells with no score or to replace all previously entered scores
8. In the score section, check the Score value
9. Open the score menu, and select the desired score
10. Click **OK > Save**
11. To use the Score Inspector, select the desired cell to change

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12. From the Tools menu, select **Score Inspector**

The Score Inspector displays the same information as the Score Attributes window with the exception of Fill Scores.

Attaching a Standard to an Assignment

In Student View mode, cells with gray diagonal lines indicate that a standard was not attached to the corresponding assignment. To attach a standard while in Student View mode:

1. Find the desired assignment, and click the arrow to the right of the assignment name
2. Click **Standards**
3. Check the desired standard
4. Click **Save**
5. In the upper-left corner of the Assignment Details page, click **X**
6. Now you can enter a score in the previously inaccessible cell

If you enter an assignment score and auto-calculation is enabled, choose to update the standard score automatically.

Displaying Information in Student View Mode

To adjust the display of assignments, scores, and standards comments while in Student View mode:

1. Above the student list, click **Asmts** to display assignments in the terms that do not have standards attached
2. Click **Terms** to list all terms with their final grades, percentages, and standards grades
3. Click **Cmnts** to display Standards comment columns next to their associated standard

4. Below the list of assignments in the Final Score row, double-click or right-click the cell in the standard comment column to access the Standard Comment Inspector

5. Enter or select the comment

Identify your favorite comments by clicking in the Favorite column. Then, sort comments using the Favorite column to save you from having to search through the comment bank.

6. Click **Close > Save**
7. In the Final Score row, move the cursor over the Comment icon to show the saved comment

Filtering by Categories

Use category filtering to reduce the number of assignments shown while in Student View mode.

1. In the Categories section, open the filter menu and select **Filter Selected**
2. Select a single category, or Ctrl-click (Windows) or Command-click (Mac) to select additional categories

The information in the Assignments section and the Final Scores section are updated to reflect the selected categories.

3. From the filter menu, select **Filter Off**

Determining Final Grades

The Final Scores section of the Student View mode page displays scores according to calculations established in the gradebook Preferences. To change the default calculations:

1. From the Tools menu (Windows) or the PowerTeacher Gradebook menu (Mac), select **Preferences**
2. Click **Standards**

3. Verify that "Display Standards and Other Measures in Final Grade Mode" is checked
4. From the Default Standard Final Grade menu, select the desired calculation such as **Most Recent**

The Most Recent calculation uses a selected number of recent assignments to average a final score.

5. To change the Most Recent calculation, click **Edit**
6. Choose how many recent scores to use in the calculation

The weighting chart adapts to display the corresponding calculation percentages.

7. Click **OK > OK** to save the changes

Entering a Final Grade Manually

1. On the Scoresheet, click **Student View**
2. In the Final Score row, double-click the standards score cell
3. Enter the new score
4. Click **Save**

Modified final scores display a brown triangle in the upper-left corner of the cell and a red exclamation point. Once altered, the final score will not change, even if you change an assignment standard score.

5. To see the original final score, move the cursor over the final score
6. To revert back to the original calculated final score, right-click the cell and select **Revert to Calculated Grade**
7. Click **Save**

Using Final Grades Mode

In Student View mode, you can view a student's standard scores individually. To view standard scores for all the students in a class, use Final Grades mode. On the Scoresheet in Student View mode:

1. Click **Final Grades**

Standard scores that are black indicate they were manually entered, while scores that are brown indicate they were calculated.

2. Enter, edit, and fill standard grades
3. In the student's cell under the comments column, double-click or right-click the cell to access the Comment Inspector
4. To fill comments, right-click the cell
5. Choose whether to fill empty cells only or replace all previous entries in that column
6. Enter or select the comments
7. Click **Insert selected > Close**
8. Click **Save**

If you formatted your final grade setup with standards weights, the standards final grades recorded here for those specific standards will now be calculated in the student's course final grade.

Standards Reports

The Standards Report lists a student's final grades and assignment scores for standards in a specific reporting term. Use the Standards Report to show a student's progress on standards aligned to assignments, as well as his or her final grades aligned to standards. To generate reports using the standards grades:

1. Click the Reports tab
2. Double-click **Standards Report**
3. Select the option to display the report as a class spreadsheet or by student

If displaying by student, include assignment scores or final grades.

4. Select the option to print for all enrolled students or selected groups of students
5. If printing for a group, in the Student Groups section on the left, select the students you want to include in the report
6. Select the option to print the student name or student number
7. Select the option to include the standard name or standard number, citizenship, or overall section grade
8. Select the reporting term
9. Click the Layout tab
10. Enter a report title
11. Check the options to include both top note and bottom note to enter relevant information
12. Click **Run Report**
13. Select the option to either open or save the report
14. Click **OK**

A PDF report displays or saves according to your selection.