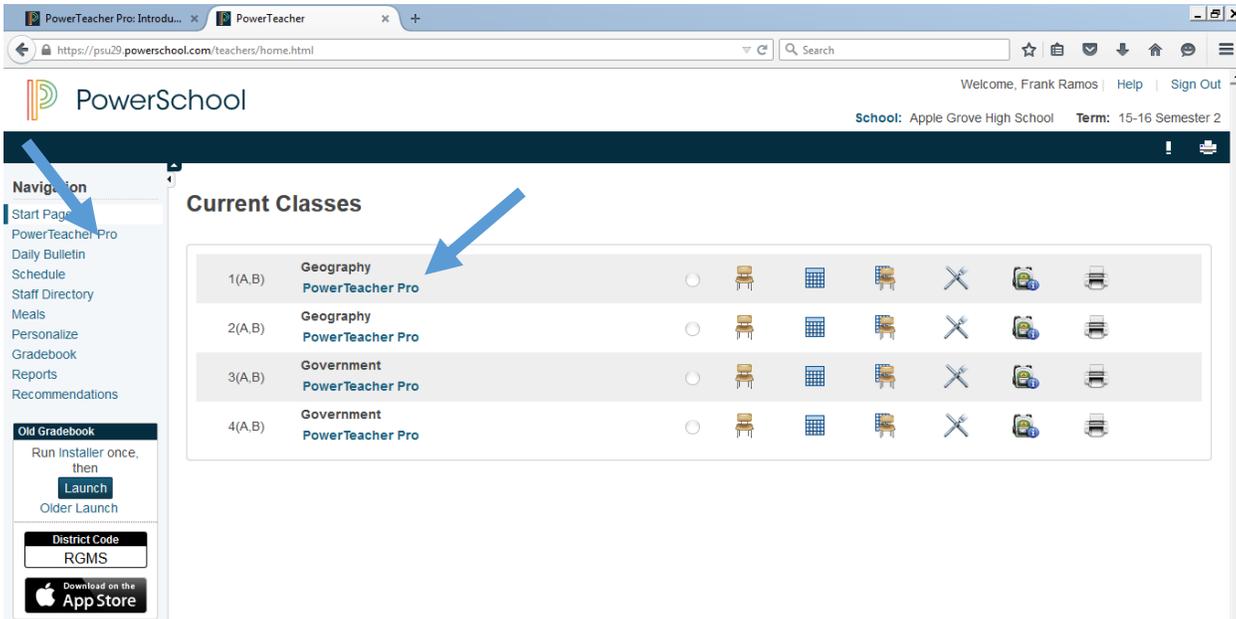


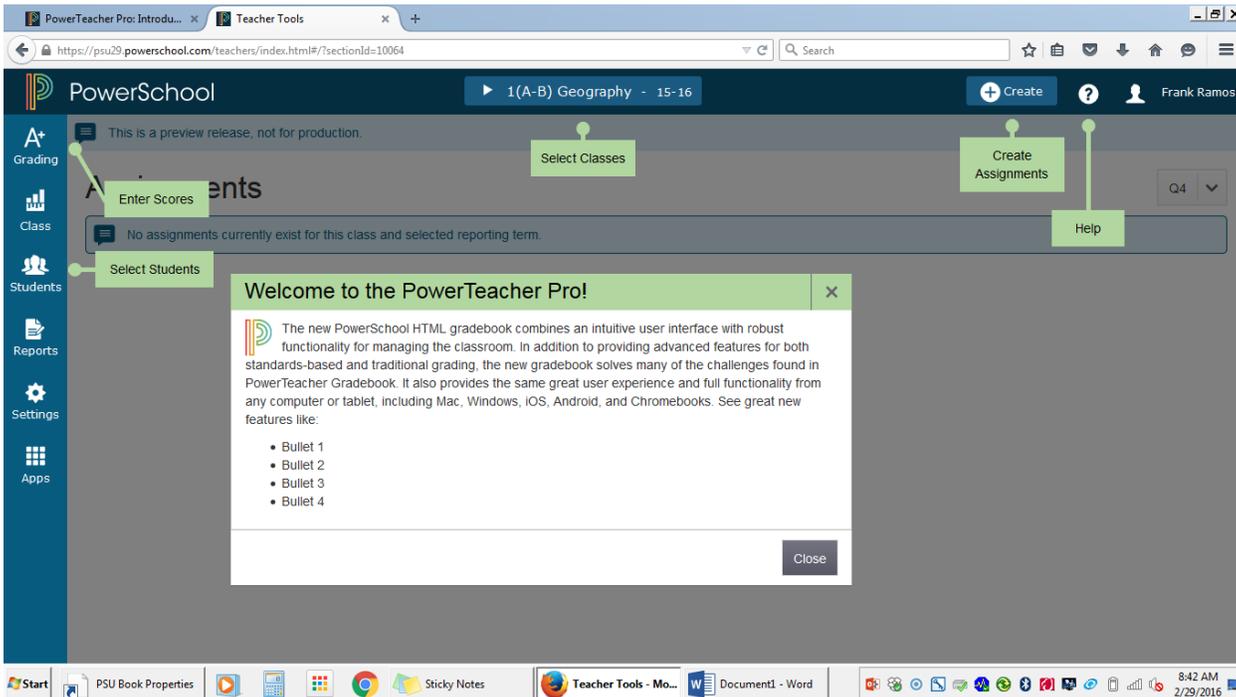
To launch PowerTeacherPro:

Click the PowerTeacher Pro Link under any Course Name or Click PowerTeacher Pro in the Navigation menu.

Note: You will still be able access PowerSchool Gradebook by clicking the Launch icon at the bottom of the navigation menu.



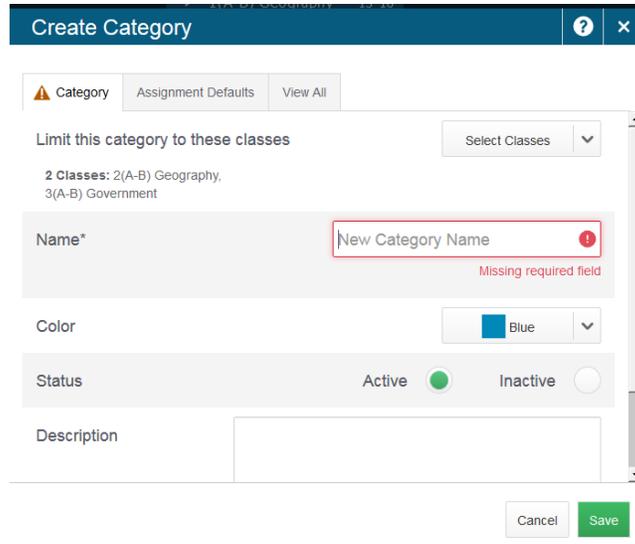
When you first log into PowerTeacher Pro you will see an introductory message and key features of the window are highlighted. Click Close on the Welcome message to begin working with PowerTeacher Pro. If you want to return to this screen later, click the ? icon (Help) and select Getting Started. You can also access the help menu and tips and tricks through the ? icon.



Creating Categories in PowerTeacher Pro:

There are 4 district created categories in PowerTeacher Pro: Classwork, Project, Quiz, Test.

You may also create your own categories by clicking the  icon and selecting category. On the Category tab, select the class(es) this category will be used in. Enter a Category Name. You may also assign a color to the category, choose whether the category is active or inactive and/or write description for the category. Click Save.

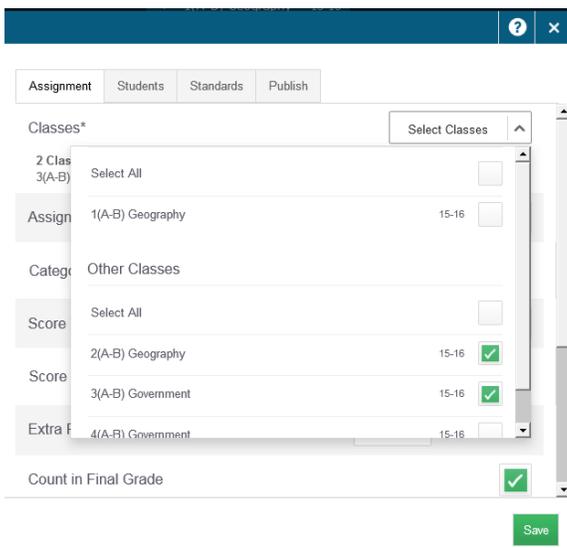


To edit a category, inactivate a category or re-order your category list, select grading from the left hand side of the window, then categories.

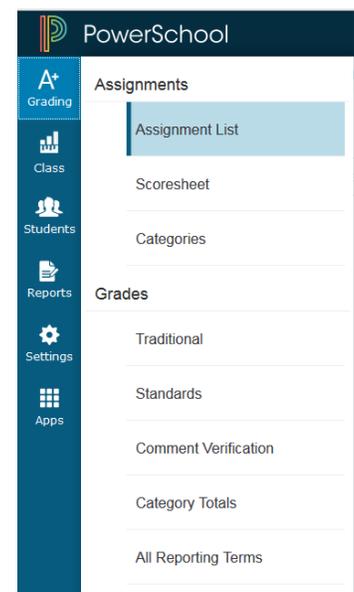
Create Assignments in PowerTeacher Pro

Click the  icon and select assignment.

Select the classes that will complete this assignment. Note: When you are done selecting classes, click outside of the drop down list. **Do not click save.** This will save the assignment and exit the create assignment dialog box. Enter the remaining assignment information. **Note:** The due date must fall within term dates in order to count in the final grade for the term. See the current school calendar for term start/end dates.



To view a list of all assignments, click the grading icon and select Assignment List.



Enter Grades in PowerTeacher Pro

Click the Grading Icon, select scoresheet.

Grades may be entered in the assignment column or the Score Inspector to the right.

Important: Click SAVE when done entering grades. Grades won't be reflected in the final grade column for the term until they have been saved.

The screenshot shows the PowerSchool interface for a scoresheet. The top navigation bar includes the PowerSchool logo, the course name "1(M-F) PERSONAL FINANCE - S1", and user information "Susan Moore". A warning banner at the top left states "S1 has not started." The main content area is titled "Scoresheet - S1" and displays the assignment "Homework 9-1-2016" with a score type of "Points (100)" and a due date of "9/2/2016". A table lists 26 students with columns for "GRADE", "Homework... (9/2/2016)", and "Homework... (9/5/2016)". The table shows scores for four students: Evan Adomowicz (89), Kelly Aguilera (75), Raeanne Alcott (with a warning icon), and Stuart Jozel Clifton (78). A red arrow points to a green "Save" button at the bottom right of the table. A numeric keypad overlay is visible on the right side, with the number "78" entered in the input field.

STUDENTS (26)	GRADE	Homework... (9/2/2016)	Homework... (9/5/2016)
1. Adomowicz, Evan	--	89	
2. Aguilera, Kelly	--	75	
3. Alcott, Raeanne	--		
4. Clifton, Stuart Jozel	--	78	

Click  in the upper left to return to the PowerSchool.

Modify Gradebook Setup

With PowerTeacher Pro, the district is able to set the term weighting for gradebooks. Your gradebook has already been setup for **Y1, S1 and S2**. **PLEASE DO NOT MODIFY THE DISTRICT SETTINGS FOR TERM WEIGHTS.** However, if you would like to use category weights, instead of total points for Q1, Q2, Q3 and Q4, you may modify your gradebook setup.

Click Settings, then Traditional Grade Calculations.

The screenshot shows the PowerSchool "Setup" menu. The left sidebar contains navigation icons for Grading, Students, Progress, Reports, Settings, and Apps. The main content area is titled "Setup" and lists several options: "Class Descriptions", "Display Settings", "Traditional Grade Calculations", and "Standards Grade Calculations". Below these, under the "Functions" section, is the option "Recalculate Final Grades".

Click the pencil icon in the Actions column for the Quarter you wish to modify.

▼ 1(M-F) PERSONAL FINANCE				
REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
S1	Term Weighting	✓	✓	
Q1	Category Weighting	✓	✓	
E1	Total Points <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points. </div>	✓	✓	
Q2	Total Points <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points. </div>	✓	✓	

Select the Category Weighting from the Type drop down menu. Choose a category from the Attribute drop down menu. Assign a weight to the category. Click the + sign to add additional categories. **Remember:** Only assignments with a category included in the category weights will count towards the final term grade.

Click Save.

Q1 Reporting Term for 1(A) 5th Grade English
×

Formula Drop Low Scores

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighting ▼	Homework ▼	20	40%	+
Category Weighting ▼	Tests ▼	20	40%	-
Category Weighting ▼	Quiz ▼	10	20%	-

If standards are selected, specific weights for each standard are defined by the administrator at the course level.

Save
Cancel