



**This guide is intended to help teachers and efficiently use new gradebook software from PowerSchool.**

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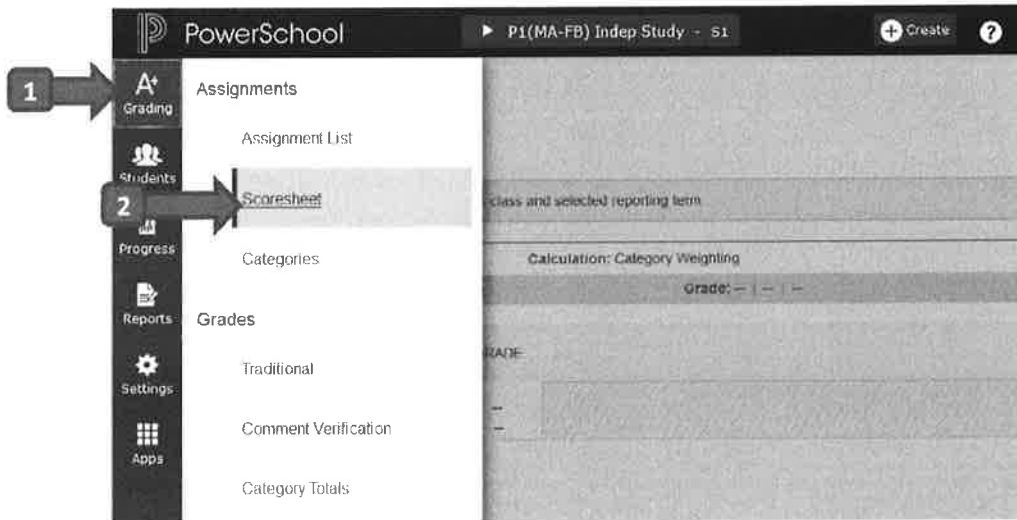
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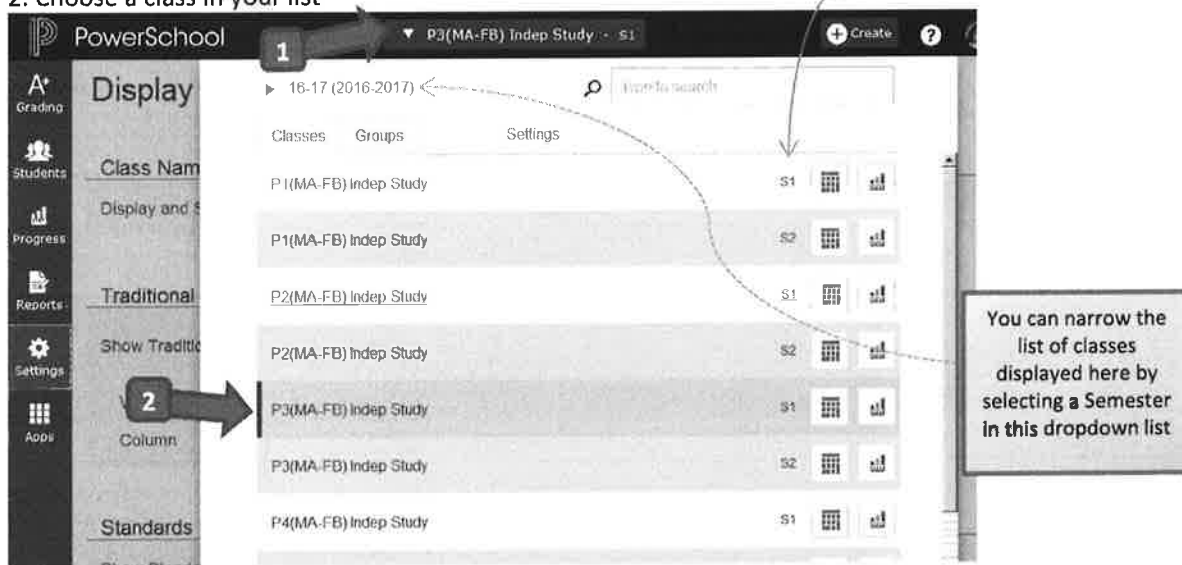
### Go to Scoresheet View

The new PowerTeacher Pro gradebook opens directly to "Assignment List View". To get to the Scoresheet, (1) first select **Grading**, (2) then select **Scoresheet**.



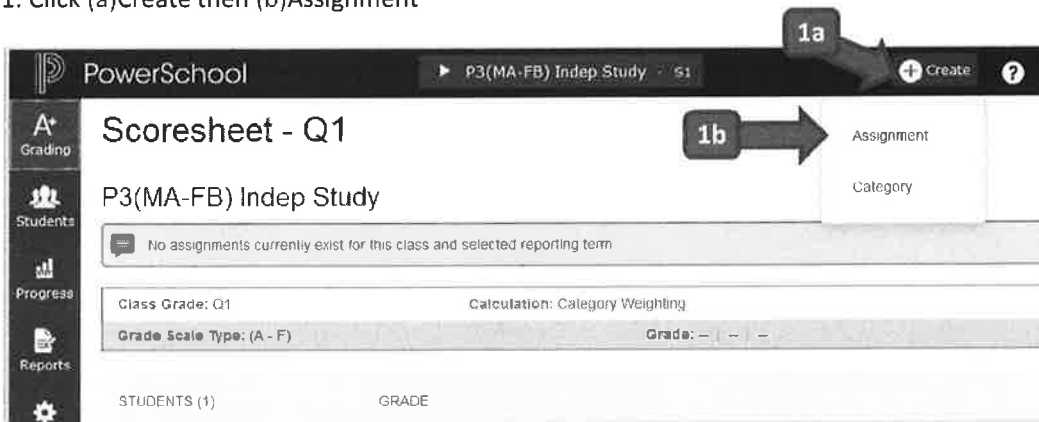
### Switch between Classes

1. Click on the Class list button in the top middle of the screen
2. Choose a class in your list

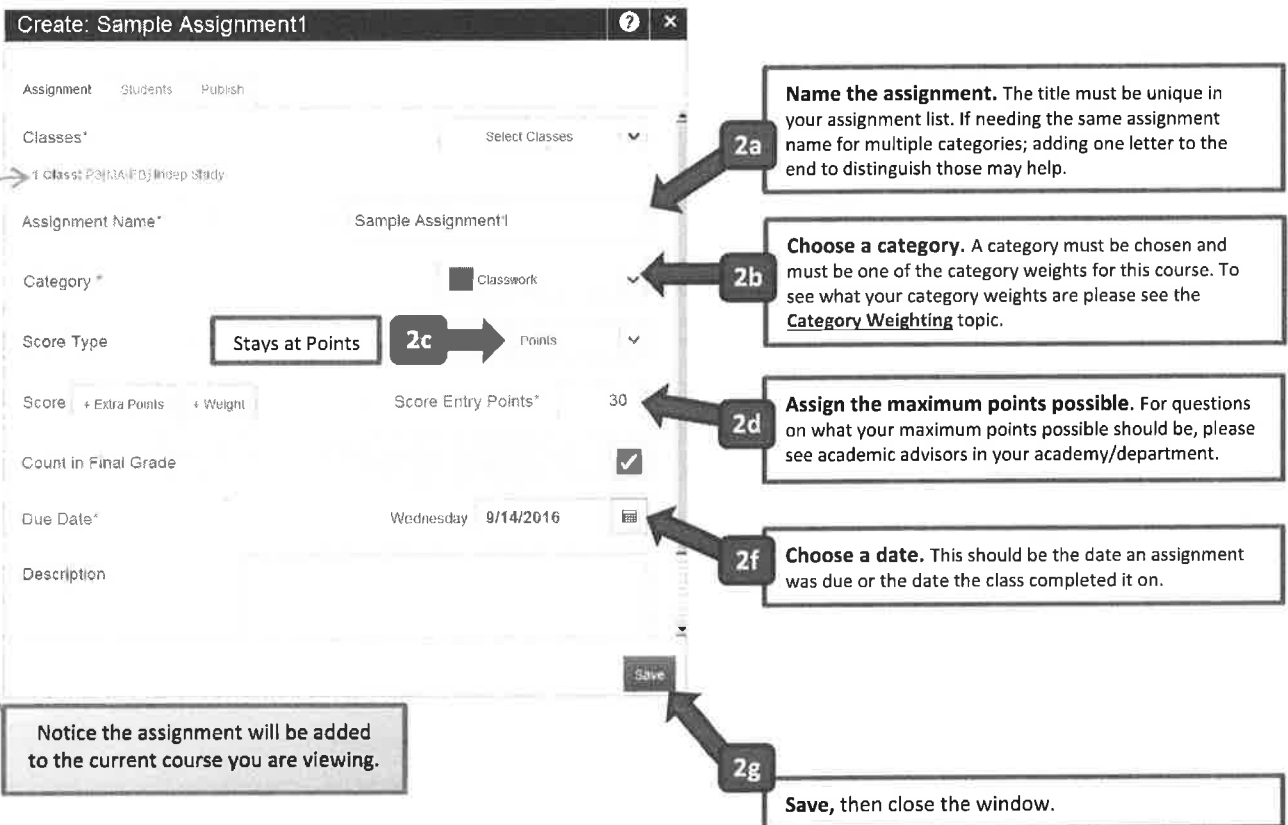


## Entering Assignments

1. Click (a)Create then (b)Assignment



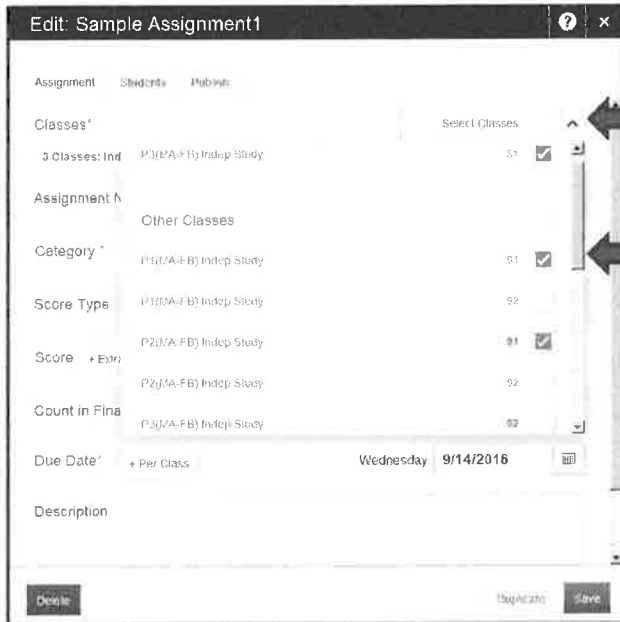
2. In the create assignment window, follow steps a – g below:



### Creating Assignments for Multiple Courses

By default, when creating a new assignment it will be added to the course in which you are currently viewing, you may also choose additional classes to add this assignment to.

1. Click on the **Select Classes** drop down
2. Check other classes to add it to.



**Notes:**  
 The other classes this assignment applies to must use all the same settings in the assignment, including Maximum possible Score Entry. If not all settings apply, you should create a new assignment for that course. Also, you should be choosing from within the same Reporting Term, ie; S1 to S1 courses and S2 to S2 courses.

### Creating Assignments for Select Students

You may create an assignment that only applies to one or just a few students. Follow the steps for entering assignments as normal then....

1. Select the Students Tab
2. Choose Add Remove Students
3. Uncheck the top box
4. Check the student or students needed
5. Save

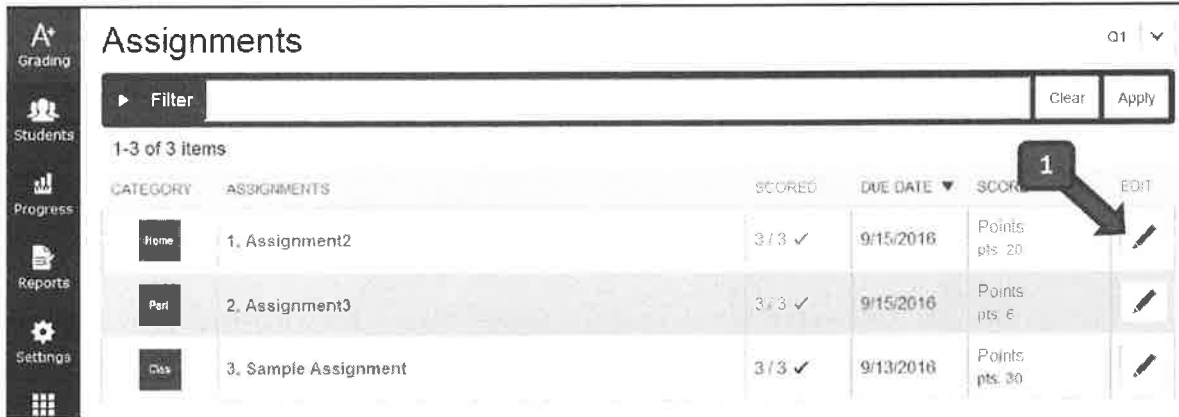


### Editing Existing Assignments

You may edit existing assignments while you are in one of two areas:

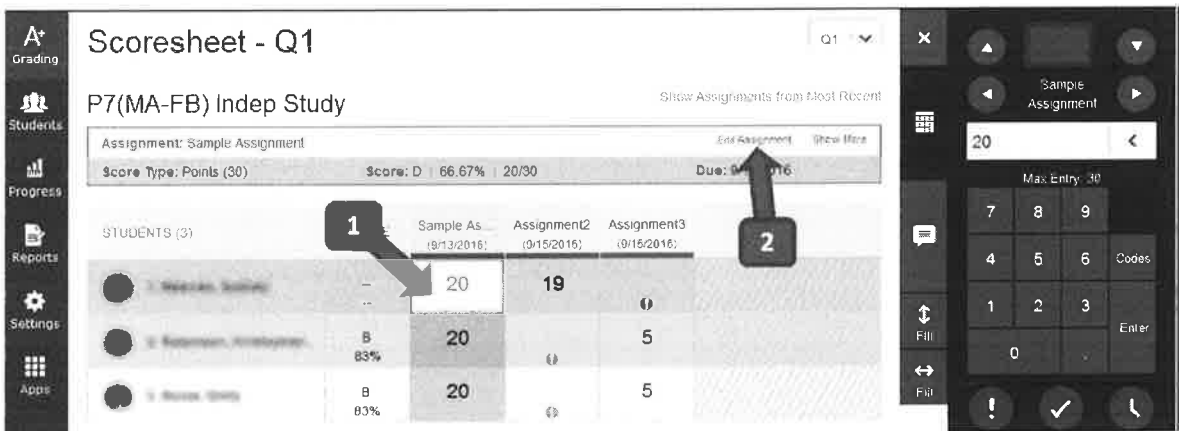
#### From the Assignment List view:

1. Click the Edit Pencil icon next to the assignment



#### From the Scoresheet View:

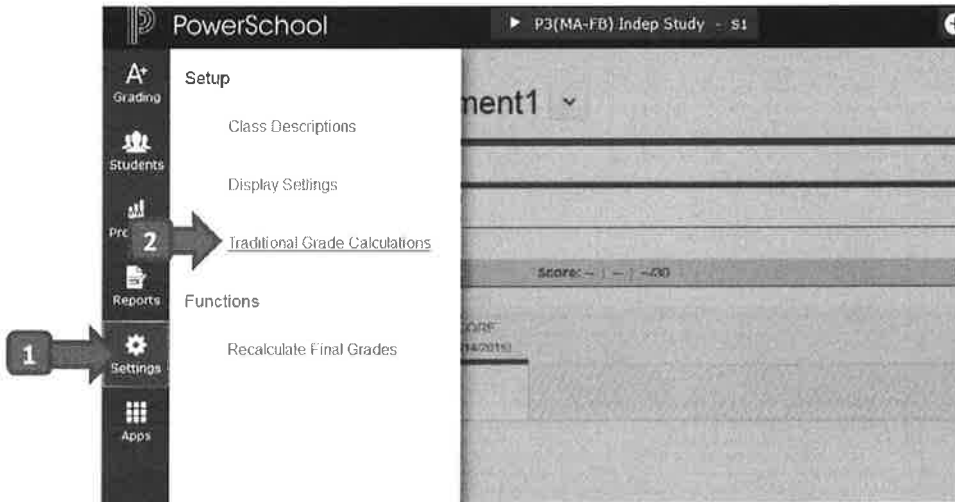
1. Click on any score
2. Click the small Edit Assignment text



## Category Weighting

How to view your gradebook Category Weighting and term calculations:

1. Click Settings
2. Traditional Grade Calculations



3. In the next window, expand the course in question, by clicking the name of the course.
4. Click on the Pencil icon to view or edit the weighting

4a. S1 (or S2) should always be at **Term Weighting** (50/50)

4b. Q1 (all quarters) should be at **Category Weighting** specific\* to that course.

*\*See document from Mary Alice Wyatt*

### Traditional Grade Calculations

Expand All Collapse All

▶ P1(MA-FB) Indep Study

▶ P2(MA-FB) Indep Study

▼ P3(MA-FB) Indep Study

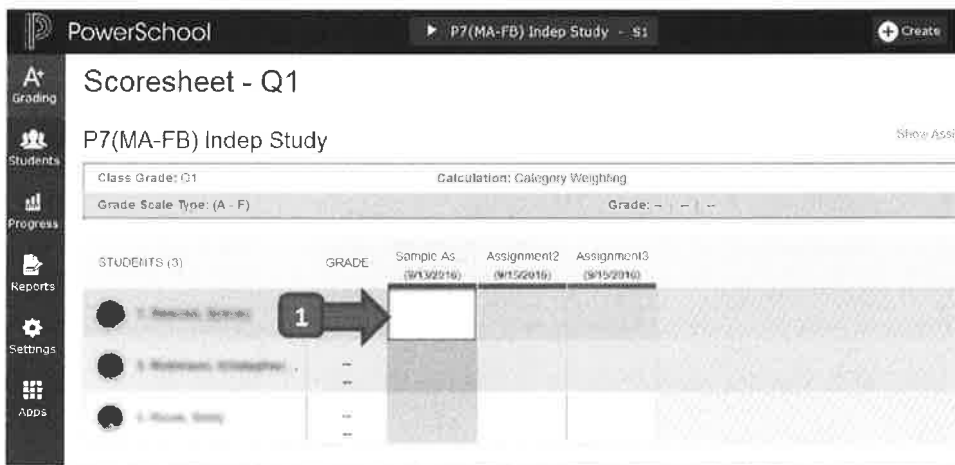
REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
S1	Term Weighting	✓	✓	
Q1	Category Weighting	✓	✓	
Q2	Category Weighting	✓	✓	

▶ P4(MA-FB) Indep Study

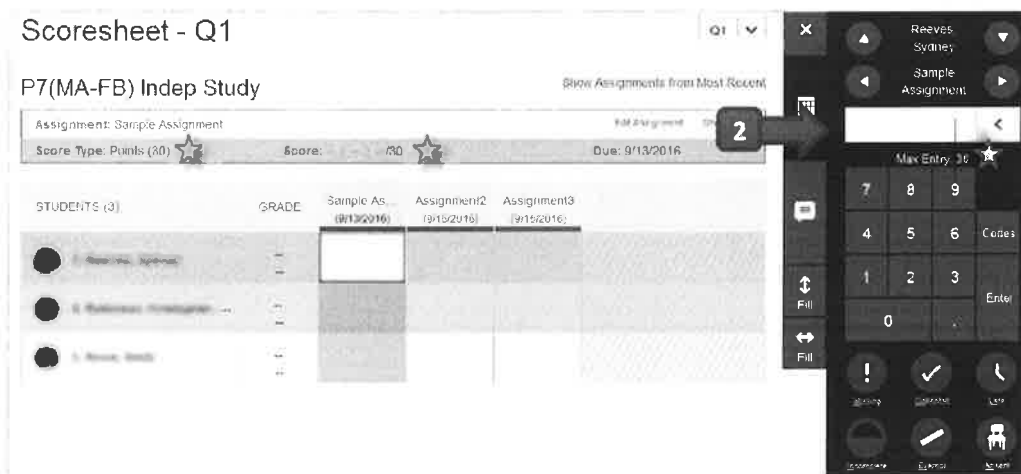
▶ P5A-P5B(MA-FB) Indep Study

## Scoring Assignments

1. While you are in the Scoresheet view, you'll see the assignments you have created that need scoring. Click on the top box underneath the assignment name you want to enter scores for.



2. This opens up the scoring inspector to the right. You may use your keyboard or the number buttons on the score inspector. **Note:** While scoring, the max possible score is showing in 3 places ☆☆☆



3. The fill buttons will fill whatever you have typed in the first box down to the bottom of your list or even from left to right. It will only fill in where no scores have been typed yet.

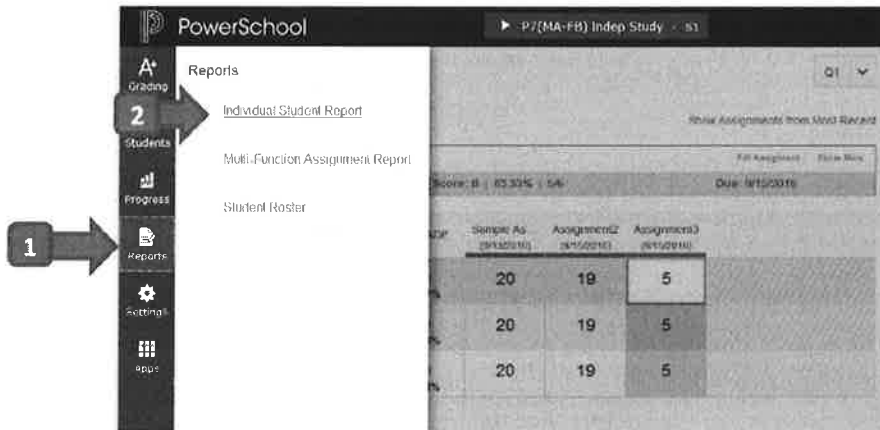


## How to Run Reports

### Run an Individual Student Report (like the old mid-term)

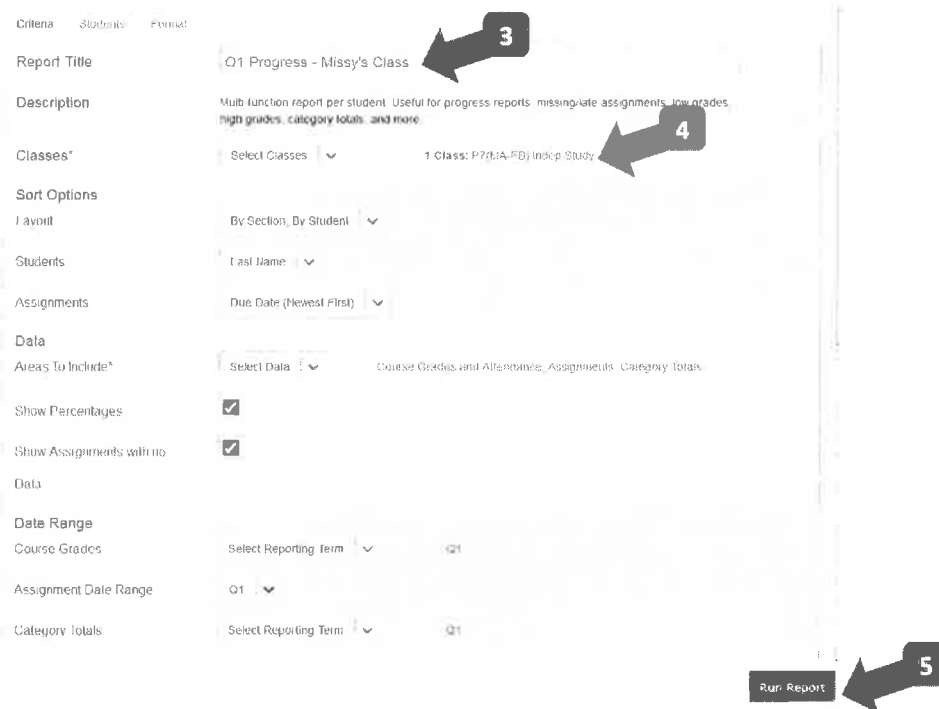
1. Click Reports

2. Select Individual Student Report



3. You can rename the report

4. Select the classes you want to run the report for

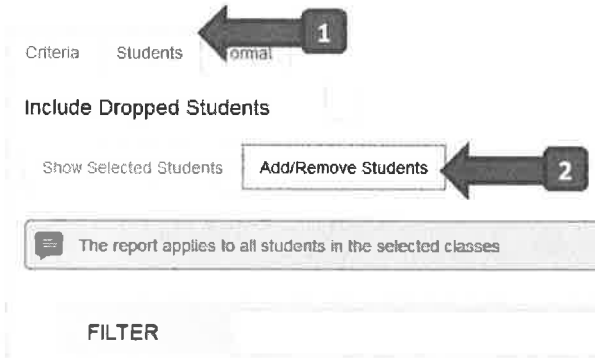




### Additional Report Features

#### Select Specific Students

1. Click Students tab
2. Add Remove Students (then check the students you want to include, or uncheck to exclude)



#### Change Formatting

1. Change from Landscape to Portrait
2. Exclude Row Shading
3. Add Notes (that will display on all pages)

