PowerTeacher Gradebook

To enter trimester/semester grades (6-8), log into PowerSchool as you normally would for attendance.

1. In Firefox, go to: powerschool.mpcsd.org/teachers
2. Enter your network/email username and password

At the main PowerTeacher screen, click the **Gradebook** tab on the left. Then click **Launch Gradebook** in the center of the screen.

The first time you do this, it will download a file called "launchGradeBook.jnlp" and ask what program you want to open it with. The drop-down should default to **Java Web Start**, which is correct. Click the "Do this automatically..." check box and then click the OK button.

You may then get a security message saying that the application PowerTeacher Gradebook is requesting unrestricted access to your computer. Click the check box that says "Allow all applications from powerschool.mpcsd.org access" and then click the **Allow** button (**Run** button on Windows).

The Gradebook will launch with a list of your classes in the far upper left, and a list of students from the first highlighted class listed on the center left. To select another class, click the class name in the upper left, and the student list will change.

Be sure that the current marking period is selected from the drop-down menu near the top where it says "**Reporting Term**" (e.g. T1). It should default to the current period. Click the "**Final Grades**" button where it says "**Mode:**" at the top next to Reporting Term to begin entering grades (Achievement, Effort, Citizenship) and comments for the currently selected class.

ENTERING GRADES

A. Effort and Citizenship
These appear as blue/green columns to the right of each student's name, and each has a Grade Scale – either A-F letter grades or ESU – depending on the course and category. For each grade, type in the appropriate mark in each box. Only a mark from the designated Grade Scale will be allowed in the appropriate column.

Another option is to right-click (Control-click on a Mac; click with two fingers on the track pad for a Mac running Windows) on any Effort/Citizenship box and a pop-up menu of available marks will appear from the **Grades** sub-menu.

If most students have the same grade in any column, you can fill the column by right-clicking any grade box and choosing **Fill Scores**. Then any individual variations in marks can be changed. To clear any column, right-click on the blue or green heading at the top of the column and choose **Clear Scores**. Then click OK.

B. Achievement

Achievement grades are entered in the column just to the right of the student names that says "**(T1) Final Grade**" at the top. If you are already using the Gradebook to track and calculate assignments, then the final grades will already be filled in for you. If not, double-click any of the double dashes (--) in the column to bring up the Score Inspector window. You must check the box that says **Manual Override**, and then type a grade in the **Grade** box. From here, you can move on to the next or previous student by clicking the up or down arrows next to the student's name.

Though there is no drop-down menu from which to choose Achievement grades, the program will only allow valid marks from the associated Grade Scale to be entered in the Grade box. If you want to fill Achievement scores, the process is very similar to that for Effort and Citizenship. Right-click any student's Final Grade and choose **Fill Scores** from the menu. You must check the box to the left of **Manual Override**. Then you can check the box to the left of **Grade** and enter a grade to fill for everyone. To clear scores, you must choose **Fill Scores**, check the **Manual Override** box and then check the **Grade** box, but leave the grade blank, which effectively fills all the Final Grades with blanks. Be sure, in this case, that you've selected the **Replace All** option at the top.

If you want to save some time, but still enter individual grades for each student, you can fill the Manual Override checkboxes first, and then modify/enter each grade one at a time. Teachers using the Gradebook to automatically calculate Final Grades from assignments can manually override any particular student's grade using the same process described above.

Note that when you have entered an manually overridden grade (which is all grades for those who do not use the Gradebook for assignments), a small red circle with an exclamation point appears at the right edge of the column.

C. Comments

Comments are also entered in the Final Grade column using the Score Inspector that appears whenever you double-click any student's final grade (or the double dashes). There are two tabs in the Score Inspector: **Score** and **Comment**. Click the **Comment** tab and you will see the pre-defined list of comments with their letter codes (A-T). Select up to four by double-clicking on the desired comment(s) and they will appear in the box at the bottom. Please be sure they are on separate lines (the default setting should be: **Separate Using Line Breaks**).

The software will not limit the number of comments you choose, nor does it care if you choose the same comment twice, so please be careful in your selections and limit yourself to FOUR! When you have entered a comment for a student, a small "C" in a blue circle appears at the right edge of the column.

You can move between students using the up/down arrows at the top, just as you did entering Achievement grades, or you can switch back and forth between Achievement grades and comments for each student using the **Score** and **Comment** tabs.

When you are done with the Score Inspector, click the **Close** button. Then click the **Save** button in the lower right corner.

MINI-SESSION COURSES

Some classes that do not run a full trimester or semester (mostly 6th grade PE and Exploratory classes) run in terms called mini-sessions (e.g. M1, M2). To get to these course listings, select the desired term from the drop-down list in the far upper-left part of the Gradebook window where it says **Classes**. Generally, it will say "Current Classes," but you can select "Mini Session 1" for example, or 2009-2010 School Year to see your full list of classes. Note that if classes have not been scheduled yet for future terms (e.g. Semester 2), you will not see them!

Please be sure you are entering all grades in the correct Reporting Term or they will NOT appear correctly on the report card and you will have to do a lot of work over!

FINAL ADVICE

Please use the Save button in the lower right part of the Gradebook window often!! This updates the grades in the central database to insure nothing is lost if your computer or the program crashes. If you click Save frequently, you will never lose more than what you entered since your last save!

You can log into PowerSchool from home, so grades/comments can be entered any time you like.