



## PowerTeacher Gradebook

To enter trimester grades (K-5), log into PowerSchool as you normally would for attendance.

1. In Firefox, go to: [powerschool.mpcsd.org/teachers](http://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 students in your class listed on the left. Click the “Final Grades” button and the standards for your grade level will be listed along the top. Be sure that the Reporting Term at the top reflects the current trimester (e.g. T1).

### ENTERING GRADES

For each grade, type in the appropriate mark (e.g. A, B, C, D, 1, 2, 3, 4, E, S, I, N). Only the correct mark will be allowed in the appropriate column, and is dependent on the grade level and grade scale. Note that asterisks (\*) and “X” are allowed for standards that use the Achievement Rubric.

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 grade box and a pop-up menu of available marks will appear from the Grades sub-menu.

If most students have the same grade for any standard, 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 standard at the top of the column and choose **Clear Scores**. Then click OK.

The last two items at the far end of the standards list are for the check-boxes that appear on the report card for Possible/Potential Retention (all trimesters) and Parent Attended Conference (T1 only). These can either be left blank or you can “check” them by entering an “X”.

If you get lost in any standard and want to know what section you are in, double-click the standard and a window will appear at the bottom with some details, including the description of what category the standard belongs to. This is particularly helpful with Effort grades, which don't have any corresponding subject when listed at the top.

## ENTERING COMMENTS

Fourth and fifth grade teachers will be using the same procedure in the past to enter comments, using the separate Word document template created for that purpose. K-3 teachers will enter comments into the Gradebook, or may use an optional separate comment sheet at the discretion of the school principal.

For those entering comments into the Gradebook: next to each student's name is a double dash (--) in the column marked **(T1) Final Grade**. If you double-click these dashes, a Final Grade box pops up, into which you can enter a comment for the trimester. This box has a spell-checker built in and will underline misspelled words in red, just like MS Word. While the length of the comment can be quite long, please keep these concise, as they need to print out in the limited size box on the report cards!

**\*IMPORTANT:** If you choose to type your comments in MS Word and then copy/paste them into Gradebook, be sure the "smart quotes" option is turned OFF before you start typing, or any quotes/apostrophes will transfer as some other symbol. To turn off this option in Word, go to the Tools menu and choose AutoCorrect. Under the tab that says "AutoFormat As You Type," uncheck the box that says Replace "straight quotes" with "smart quotes."

## PRINTING REPORT CARDS

You need to be back at the PowerTeacher web page in order to print report cards. It is essentially a two-step process: first you generate the report(s), which will open as a pdf file, and then you print them. To generate report cards for your entire class, click the **Reports** tab on the left of the web page (under the Gradebook tab). From the top drop-down list, choose your grade level report card and then click the **Submit** button. You will be taken to the Report Queue page, and your most recent "job" will be at the top of the list. While the report is being generated, a ring of small blue circles will spin. When the report is complete, click the blue "View" link that appears in the Status column and it will open up a pdf document in either Preview (Mac only) or Adobe Acrobat Reader (Mac/Windows). You can then print all or selected pages of the pdf document. Make sure that you choose "Scale each page to fit paper" (in Preview) or "Fit to printable area" (in Adobe Acrobat Reader) in the Print Dialog box or the right side of the report card will be clipped. In Adobe Reader, you might also need choose legal paper (for K-3) in Page Setup.

To print only one student's report card, go back to the main PowerTeacher web page by either clicking the PowerTeacher logo or the **Start Page** tab. Click the backpack icon. Then select the student whose report card you want to generate. From the drop-down menu in the upper-right, choose **Print A Report**. You will be back at the same Report screen described above, where you choose the correct grade level report card, but it will only generate for the selected student.

## **FINAL ADVICE**

There is a Save button in the lower right part of the Gradebook window. Please use it often!! This updates the grades in the database to insure nothing is lost if your computer or the program crashes.

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

Specialists will be entering Music, Art, PE, and Spanish Language grades (where appropriate). These, as well as attendance data, will automatically be imported to print on the report card.

For fourth and fifth grade math sections, the math teacher will need to give grades to the homeroom teachers, who will enter the math grades, which is the process used in the past. In the future, we may create math sections so that math teachers can enter these grades directly.