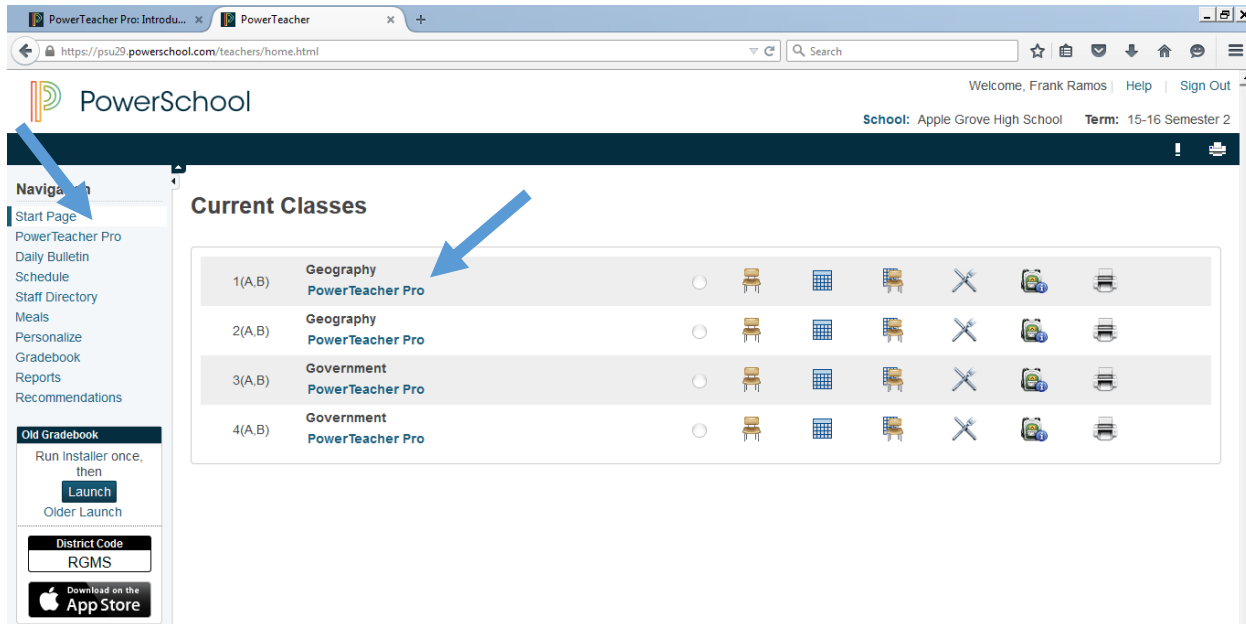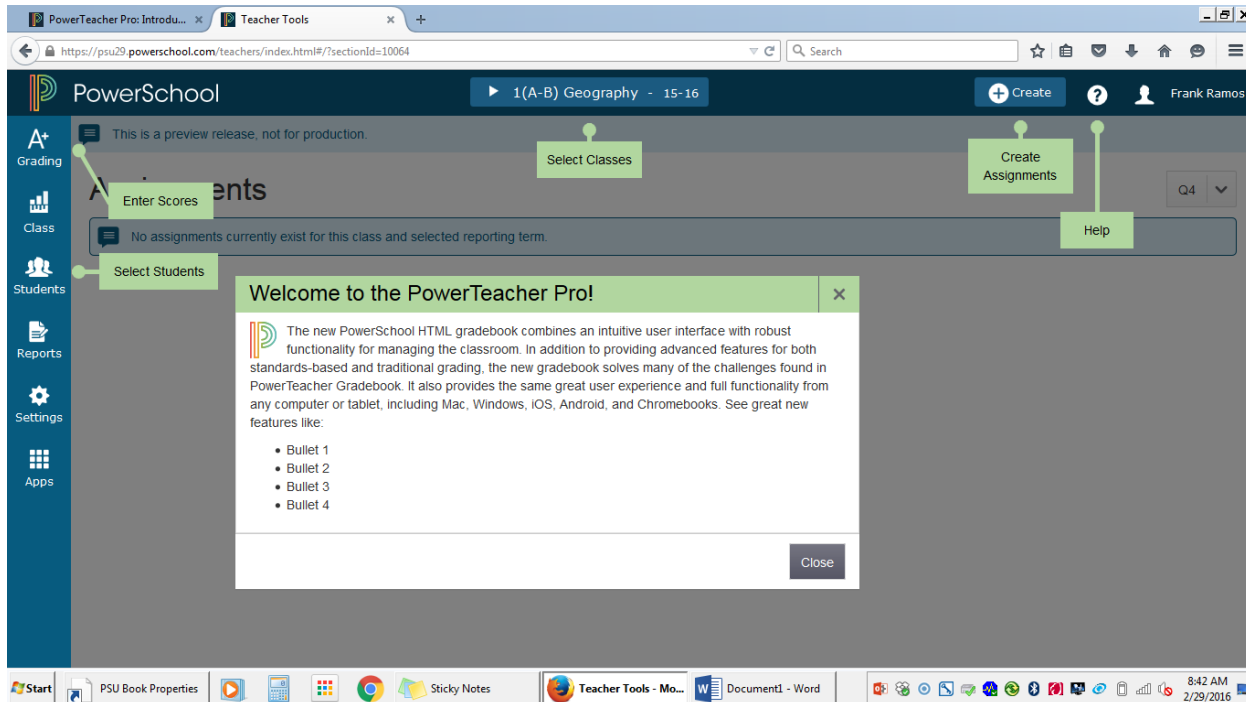## To Launch PowerTeacherPro:

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.

Enter Grades in PowerTeacher Pro

<div style="border: 2px solid black; padding: 10px;">

IMPORTANT PLEASE READ

Elementary School teachers have two options for entering grades. You must select one of these options and use that option for an entire reporting term. You CANNOT switch data entry methods mid-term. This will result in inaccurate data being printed on report cards.

Option 1: You may enter scores in the **Homeroom** period for all standards for each student. Academic Effort/Social Development scores must be entered in Homeroom.

Option 2: You may enter scores in each content area class (Mathematics, Science, ELA, Social Studies). If you choose to enter scores in the content area class, you may also elect to create assignments associated with standards and allow these assignment grades to calculate the standard grade. The default gradebook setup is to calculate the grade by averaging the 3 most recent assignment scores. If you wish to use an alternate calculation method, you must also edit your Standards Grade Calculations.

For both options: Please refer to "Report Card Requirements by Term" for additional information regarding which standards should be graded each term. Standards that are not scored in a particular term should receive a grade of NA. Do not score the same standard in both Homeroom and the content area class. **Do not change your grading method mid-term. Deleting duplicated standard scores will not prevent report card errors.**

</div>

Option 1: Entering grades in Homeroom

Make sure Homeroom is displayed in the Select Classes box.

Click the Grading Icon, select standards.

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

To see a description of the standard, click "Show More"

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.

Note: The error below is expected as not all standards receive grades by design.
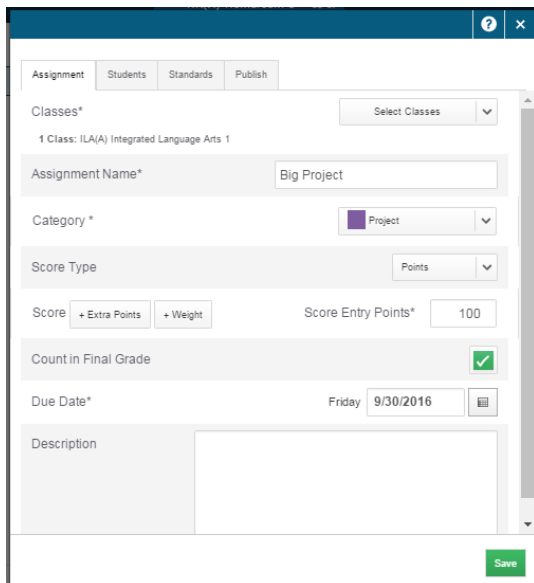
> ⚠ An invalid grade scale exists for at least one class or standard. Contact your administrator to correct the grade scale configuration before saving scores.

Click [P PowerSchool] in the upper left to return to the PowerSchool.

Option 2: Create Assignments and associate standards in PowerTeacher Pro

Click the [➕ Create] icon and select assignment.

Select the class that will complete this assignment. 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.

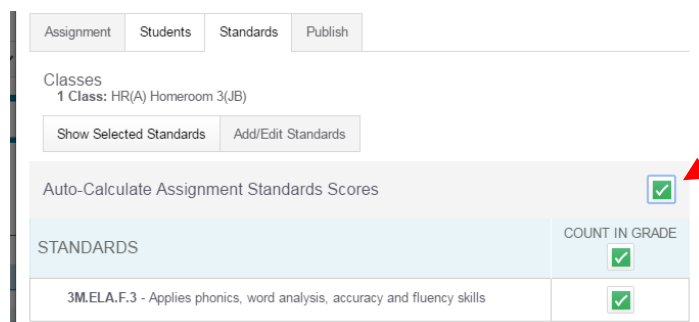To view a list of all assignments, click the grading icon and select Assignment List.
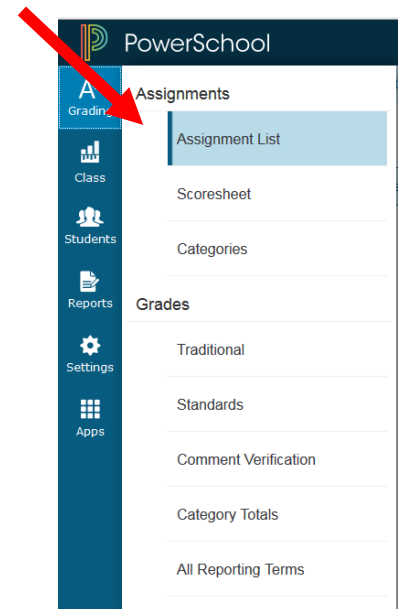
Click on the Standards tab. Check the standards that apply to the assignment.

Decide whether you will enter the standards grade separately by assignment or if you will allow the assignment grade to dictate the standard grade.

Click Save.

Enter Grades in PowerTeacher Pro

Click the Grading Icon. Depending on the calculation method you have selected, you may enter grades from the scoresheet, assignment list or standards page.

Grades may be entered in the assignment column or the Score Inspector to the right. You may also use the fill feature to either fill across a row or fill down a column. Enter the score you wish to Fill for one student/assignment. Click the desired Fill icon. All **blank** cells will be filled with score from the active cell. Cells that contain a score already, will not be affected.

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.

If you have selected to Auto-Calculate Assignment Standard Scores, click on the assignment list and then the assignment name to see the calculated standard grade. Note the small icon in the SCORE column. The cutoff scores for this calculation are shown below. **PLEASE NOTE:** The conversion scale is the tool PowerTeacher Pro uses to calculate a rubric score. It does not represent a district grading policy. Teachers should review scores to ensure they accurately reflect students' progress towards mastering the standard.

Description	Hierarchy	Grade Scale	Special Codes

Name: Primary Conversion Scale
Description: Scale for grades K-5 Academics
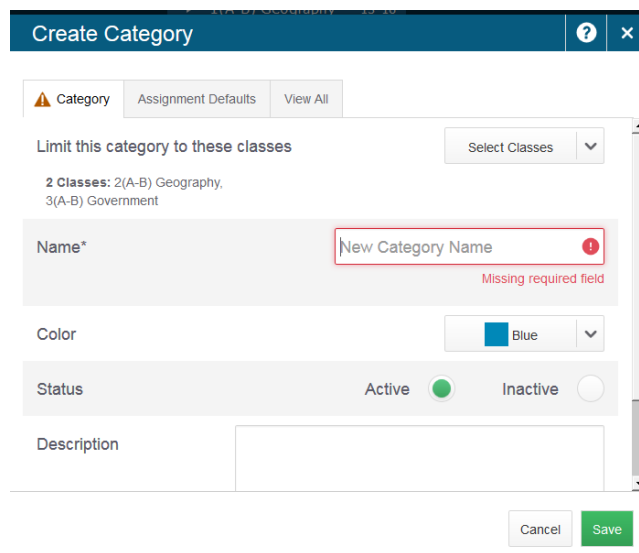
GRADE LABEL	DESCRIPTION	PERCENT CUTOFF	PERCENT VALUE
4	Exceeding Learning Standards	90	100
3	Meeting Learning Standards	80	89
2	Progressing toward Meeting Learning Standards	70	79
1	Not Meeting Learning Standards	1	69
NA	Skill Not Assessed at This Time	0	0

Click [PowerSchool] in the upper left to return to the PowerSchool.

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 [⊕ Create] 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.

Create Category

Category	Assignment Defaults	View All

Limit this category to these classes   Select Classes ▼

2 Classes: 2(A-B) Geography,
3(A-B) Government

Name*   New Category Name ❗
                                        Missing required field

Color   ■ Blue ▼

Status   Active ● Inactive ○

Description

Cancel   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.

Modify Gradebook Setup

With PowerTeacher Pro, the default standards grade calculation is to average the three most recent scores. If you wish to modify this calculation, click Settings, then Standards Grade Calculations. Modify the calculation method. Click Save.
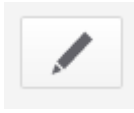
Tip: Click on the pencil icon [pencil icon] to edit settings.