

Teacher Grading Notes

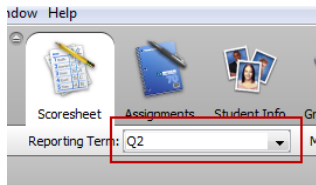
Refer to the PowerTeacher Gradebook handout for instructions on setting up your Gradebook and entering assignments and grades. There is a good explanation of grade setup and grade scales on pages 11-14.

If you do not use PowerTeacher Gradebook to keep track of your assignments and grades, remember that you will need to manually enter grades (for the correct reporting term!) in time for Progress Reports and for Report Cards.

Reporting Term:

An Assignment's Date Due determines which reporting term(s) grades the scores will affect.

When entering manual overrides of grades (especially if copying your grades into PowerTeacher Gradebook from another program), make SURE you have selected the correct reporting term near the top of the Scoresheet tab before entering the overrides:

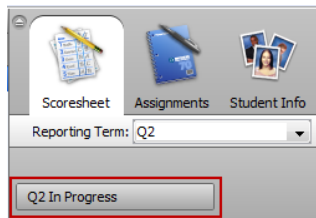


Checking Semester Grades:

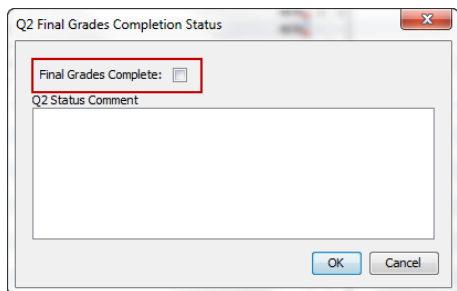
To get a report that shows both quarter grades with the semester grades, click the Reports tab and select the Scoresheet report. In the report criteria, next to Items to Include, check "Final Grades", S1 or S2, and uncheck "Assignments." Next to Date Range, select S1 or S2

Grade Verification:

When you have finished entering the scores for a reporting term, indicate this by marking your grades complete. On the Scoresheet tab, click the Term in Progress button,



then check the Final Grades Complete box. Add a comment if you wish. If problems arise completing your grades, leave the box unchecked and enter a comment that the administrator can review:



Refer to pg. 24 of the PowerTeacher Gradebook handout.

At the end of S1, be sure to check both the Q2 AND the S1 grades before verifying that each are complete. Likewise, check both Q4 and S2 at the end of S2.

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Recalculating Grades:

If you adjust your grade setup (Calculations or Grade Scales), remember to Recalculate Final Scores (Tools menu) before verifying. Refer to pg. 22 of the PowerTeacher Gradebook handout.

Checking Attendance:

A convenient report is available in PowerTeacher. From the PowerTeacher start page, click the Backpack icon next to a class.

Current Classes



Then click **Attendance Summary** – it's on the left side, under the list of students and classes (you will probably need to scroll down). The report will display as shown below. You can click the numbers in the Abs / Tars columns to check the dates of the absences / tardies.

Welcome, Anna Roberts | [Help](#) | [Sig](#)
 School: Stewart School Term: 13-14

PowerTeacher

Attendance Summary

Term: Q2

The date range for Q2 is from 10/28/2013 to 1/19/2014.
 The date range for 13-14 is from 8/20/2013 to 6/6/2014.

Gr.	Student	Q2 Abs / Tars	13-14 Abs / Tars
8	Alana Roberts	9 / 1	15 / 2
8	Allyson Patten	1 / 0	2 / 0
8	Austin Pate	0 / 0	0 / 0
8	Bernadette Taylor/Clark	1 / 0	2 / 0
8	Brooklyn Garcia/Clark	0 / 0	1 / 0
8	Chloe Wilson/Clark	0 / 0	1 / 0
8	Clara Wilson/Clark	5 / 0	7 / 0
8	Francine Anne/Clark/Clark	1 / 0	2 / 0
8	Francine/Clark	2 / 0	4 / 0
8	Gabriel/Clark	4 / 0	7 / 0
8	Grace/Clark	0 / 0	0 / 0
8	Guinevere/Clark/Clark	4 / 0	12 / 0
8	Hannah/Clark/Clark	2 / 0	2 / 0
8	Madison/Clark/Clark	0 / 0	0 / 0
8	Melissa/Clark/Clark	0 / 0	0 / 0
8	Providence/Clark/Clark	5 / 0	5 / 0

Change Class:

- 5(A) Algebra 1 [P]
- 7(A) Pre-Algebra
- 2(A) Math RU II
- 6(A) Math RU I
- Attendance Summary**
- Weekly Attendance Review
- Monthly Attendance Review
- Standards Summary

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Teacher Comments:

Progress reports and report cards include comments entered in PowerTeacher Gradebook. Q1 and Q3 reports print the comments that have been entered for that quarter. S1 and S2 reports print the comments that have been entered for that semester. Comments entered in the Q2 and Q4 terms are not printed in these reports.

Dropped Students:

Students who transferred out of your class may still need to be given grades. To see dropped students, click the word Dropped and change the selection dropdown from "Highlight Selected" to "Filter Selected." You will then be able to assign grades to them.

