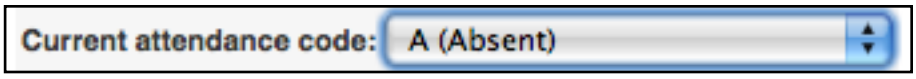
QuickStart Guide for PowerTeacher GradeBook 1.5

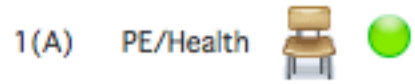
PowerTeacher GradeBook will run on any Internet browser. Choose FireFox or Safari on your Mac and Internet Explorer or FireFox on your PC.

At school enter this address in your browser address field:
http://powerschool.lockwood.k12.mt.us/teachers

The PowerTeacher start page is the first to load. You will take attendance in PowerTeacher. Click the "chair" icon" next to the class. The class list loads. Pull down the current attendance code to A (Absent).



Click in the cell beside each student who is absent. Submit your attendance.



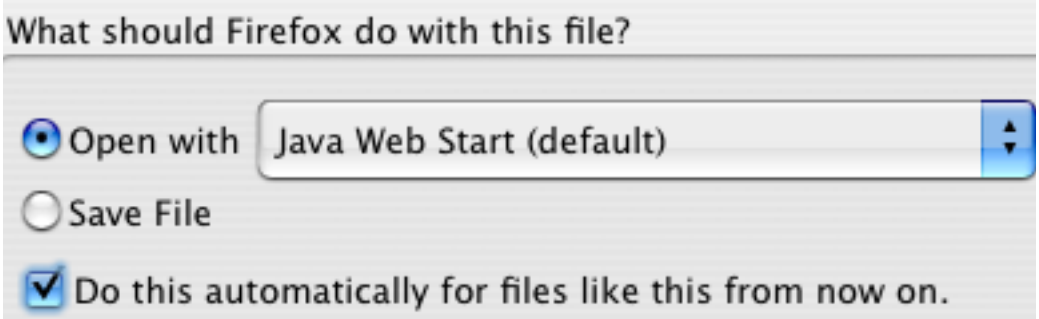
A green dot appears beside the class with submitted attendance.

Always take attendance in PowerTeacher...not available in PT GradeBook.

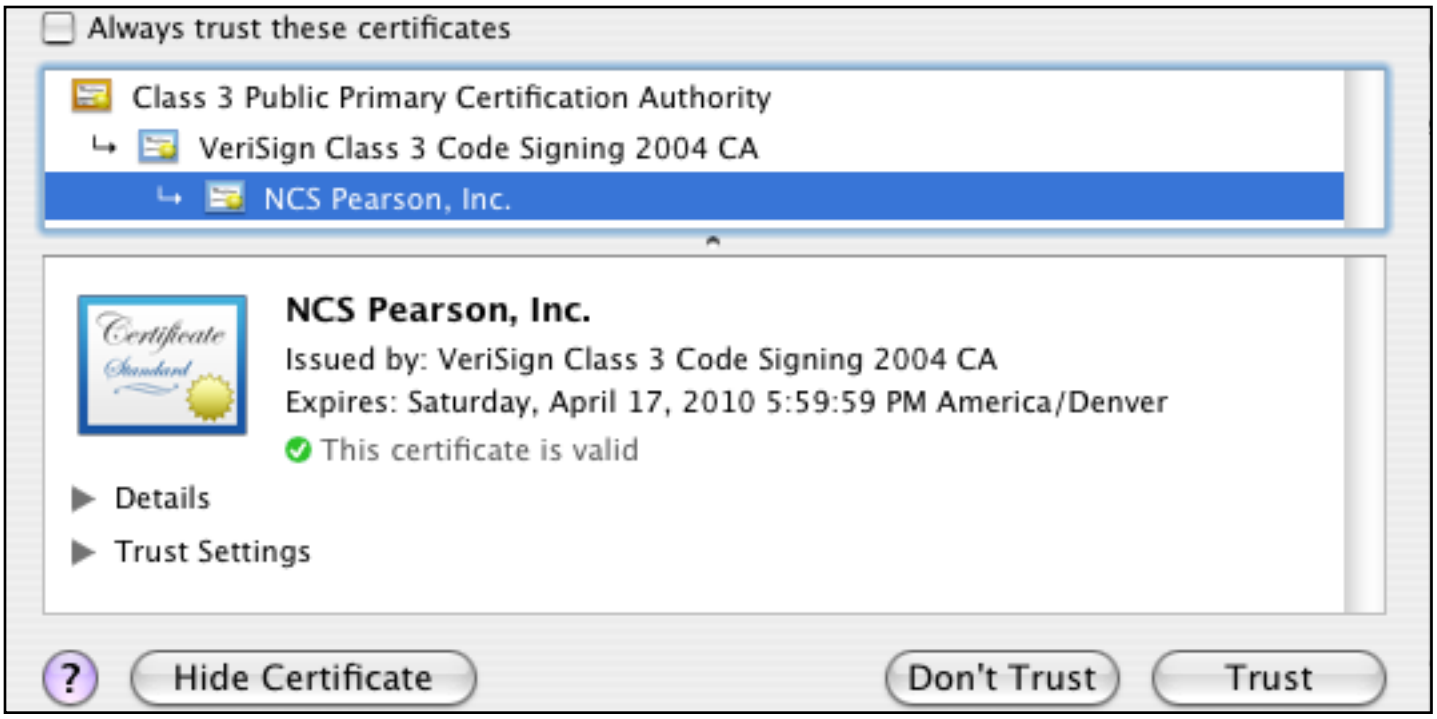
Launch the PT GradeBook with the button on the left side of the screen.

** Each time you launch the gradebook, a Java applet must load. **
Initially you should tell your browser to open the file as Java Web Start and check to have this operation be automatic from now on.

Next you will see a "trust certificate" that wants to verify the security for Pearson. Click on **SHOW CERTIFICATE** so you can tell your browser to always trust Pearson.



Next, click on the triangle next to "Trust Settings" and choose "When using this certificate ALWAYS TRUST (a pull-down menu)



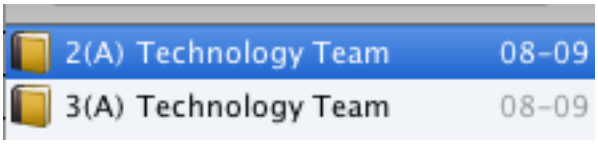
If you complete this "trust process" you won't have to deal with it any longer...**ON THIS COMPUTER**. You will have to tell each computer that uses PT GradeBook to trust Pearson at least once.

PowerTeacher GradeBook is organized to show you most of the information you need to access on one screen.

Left Sidebar shows:

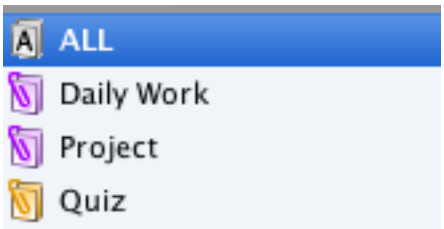
1-Current Term 2-Classes you Teach 3-Students Enrolled 4-Categories

The Term Selector pull-down menu lets you choose which term to view for your classes. You change the term to view by pulling down the menu. (since we rolled over to the web program Q4, you will only be able to view Q4 and Final for this grading period.)



Under the Term Selector you see the classes you are currently assigned to teach.

Next under classes are the students assigned to each selected class. Turn the arrow next to Active DOWN to see a list of your active students. You can also view dropped students, although their names will be greyed out. Use this pane to select students as a group or individually when viewing scores or making reports.



Last item on the left-hand sidebar is a list of the categories you will use for your assignments. By default, PT GradeBook includes four pre-defined categories: Homework, Project, Quiz, and Test. You can add you own categories by clicking the + button and then defining the attributes for the category in the category window. You can also delete categories you don't wish to use. Hold down the control key while you click on the category and a menu appears that allows you to delete.

NAVIGATION BAR

The navigation bar appears at the top of the PowerTeacher Gradebook window and provides a quick way to access the following areas:

SCORESHEET

The Scoresheet window is where you will probably spend most of your time. Using the Scoresheet window, you can create and score assignments, and view and edit final grades for students enrolled in a class.

-Across the top of the scoresheet pane you choose the term and then can switch between "assignment mode" or "final grade mode".
-Click on the + sign to add an assignment (or - to delete an assignment).
-Fill in the details for the assignment and save. (notice you can enter scores as points, percents or letter grades)
-You can choose when to have the assignment published...the default is immediately, but can easily be changed to a date of your choice.

ASSIGNMENTS

Use the assignment pane to create one assignment at a time as you progress through the term, or set up assignments for the entire term before the term starts. By default, the Assignments window displays assignments in ascending order by name. Using the column headings, you can click the arrows up or down to sort data in ascending or descending order based on the column heading you select.

Name	Abrv	Category	Points Possible	Weight	Date Due
1-26 to 1-30	1-26 ...	Daily Work	10	1.00	01/30/2009 Fri
2-16 to 2-20	2-16 ...	Daily Work	10	1.00	02/20/2009 Fri

To view assignments for a particular class, **select the class in the classes pane** and click the Assignments tab.

STUDENTS

The Student window gives you information on each of the students you serve. Double click on a particular student to view even more information. Expect to see this pane expand as we push more information from PowerSchool to PT GradeBook.

GRADE SET-UP

Use the Grade Setup window to view and specify how you want final grades to be calculated for students in your classes. Right now all class grade scales are set by the administration, we'll explore alternate grading scales as we get to know the program.

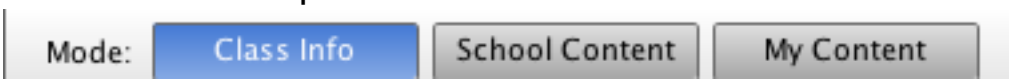
To view the grading term set for your classes in the Grade Set-up pane:

Select a class from the Classes pane.

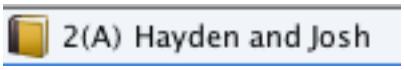
Select Calculations mode. The Grades Setup window displays the reporting term information for the section you are in.

CLASS CONTENT

The Class Content pane has three modes:



Class Info displays: Course Name, Section Number, Periods/Days, Room, Term, Start and End date and the Grade Scale.

GREAT TIP Use the Class Info pane to enter the name of the section as you want it to appear in the class list. (Make sure the Preferences window is set to Custom Display Name in order for the custom name to appear in the class list.) 

The School Content and My Content modes display specific information such as a document or web site link that is geared to a course or section. Content links can be distributed to the School Content or My Content modes from PowerTeacher Administrator. We'll get to know more about these areas as we use the PT GradeBook in the future.

REPORTS

PowerTeacher gradebook offers a selection of 8 built-in reports to assist you in daily classroom activities, as well as with assessing student performance. Using the Reports window, you can generate reports for all students who are enrolled in a class, for all students who are enrolled in all your classes, or for a specific set, group, individual student, selection of students, or any combination. Here's a description of some of the more helpful reports:

Attendance Grid Report

Run this report to generate a student and date grid for taking attendance. You can use this report to take attendance at field trips or other out-of-classroom events. You can also use it as a convenient roster for taking notes during student presentations or to track class participation.

Final Grade and Comment Verification Report

Run this report to generate a list of final grades and teacher comments for students

grouped by section, then by reporting term. Final grade items also appear on the report.

Individual Student Report

Run this report to generate section scores by assignment, and the final grade for each reporting term, listed in a one page per student layout.

Missing Assignment Report

Run this report to generate a list of assignments that have not been scored. The report can be generated for assignments that are missing per assignment or per student.

Scoresheet Report

Run this report to generate a spreadsheet-style summary of student grade and assignment date. You can use this report to view final grades for all reporting terms and assignments that are within a specific date range, for all students.

Student Multi-Section Report

Run this report to generate section scores by assignment, and the final grade for each reporting term, listed in a one page per student layout. This report is similar to the Individual Student Report, but is able to present information from any section that the student is taking.

Student Roster Report (easy to customize fields you need)

Run the Student Roster report to generate a summary of student demographic information on a student-by-student basis. When generating this report, you can specify which columns of student data to list on the report, and in what order. In addition, you can add up to six blank columns with customizable column headings.

Upside to reports:

-Preconfigured, easy to generate
-Fast
-Can run in multiple formats, PDF,
-CSV export to open in Excel

Downside to reports:

-Can't be saved, must generate each time.
-Customization is limited.
-Hope to see improvement in # of reports and customization in future releases.

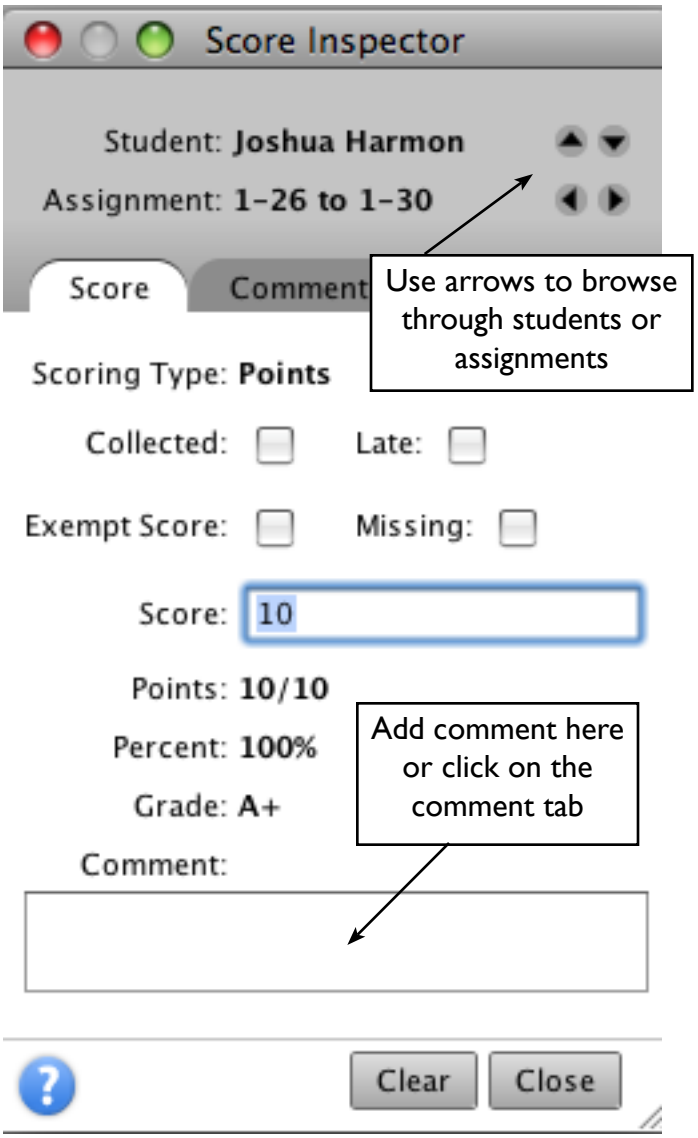
Adding Comments and Using the Score Inspector

The Score Inspector provides an alternative way of entering scores and, in many cases, comments. After you open the Score Inspector window, it floats above the Scoresheet window. You may want to move it to a convenient location on your desktop, so you can work with the Scoresheet. The Score Inspector remains open until you close it.

Open the Score Inspector by right-clicking or control-clicking an assignment score or a term grade. The Score Inspector changes depending on the score field you select. For example, when you view the Score Inspector for a final grade, the options are different than the Score Inspector for an assignment.

There are 3 ways to add commentsfor your students in PT GradeBook:

1) Comment for an assignment: Right-click or control-click on the grade (percent or points) for an assignment and choose the Score Inspector. Add comments for the selected student or use the "up-down" arrow keys to move to another student, or the "right-left" arrows to move to another assignment. Once a comment is entered you will see a blue C near the score. If you hover over the score you can read the comment that is entered. These comments show up in the PowerSchool Parent portal when viewing the score for an assignment.

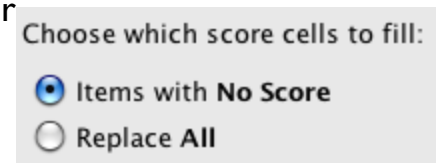


2) Comment for a term: This comment works the same as an assignment comment, just right-click or control-click the term score (like Q3 Final Grade) to access the Score Inspector to add this comment. Term comments are the comments that appear on report cards. The y also display in the PowerSchool Parent portal when viewing the grade for the course.

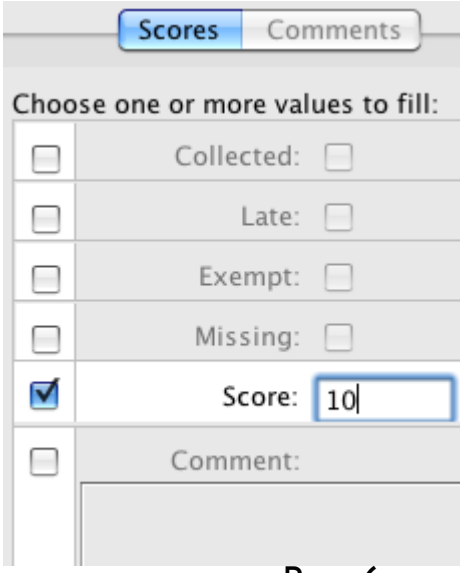
3) Comment for a student: General comments regarding a students' progress can be added in PowerTeacher (not the gradebook). Choose a student, click on the backpack, pull down the select screen menu to Teacher Comments. You will see a blue link that says "edit". Click the link to add the comment. This comment shows when parents look at the teacher comment area in PowerSchool.

Fill Score Option

You can fill all scores for an assignment by right-clicking or control-clicking the assignment and choosing FILL SCORE. A window appears that provides options for filling the score. You can fill all items with no score or replace ALL scores.



You can also use the score inspector to add "values" such as collected, late, exempt or missing to scores. When you choose one of these values an icon appears by the score. (a green check for collected, red circle with L for late, grey "Ex" for exempt and amber circle with an M for missing.)



FYI...

Sizing the PT GradeBook Window

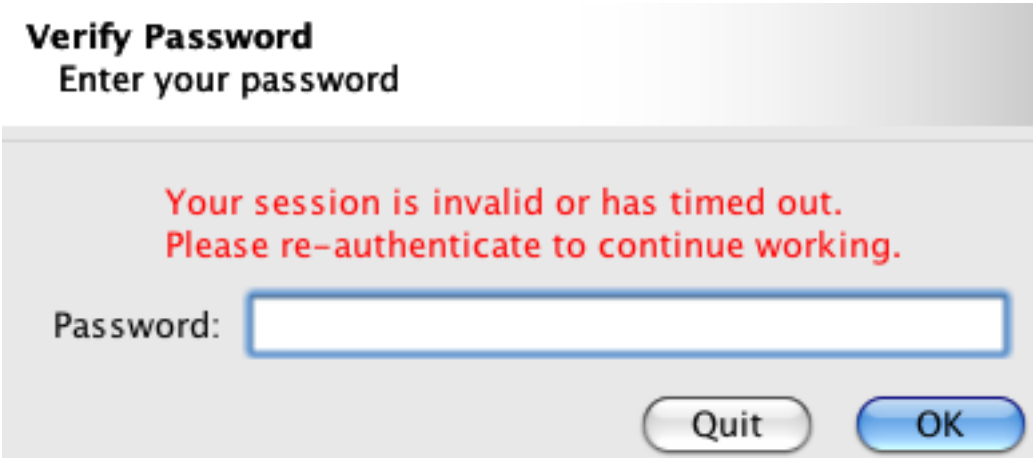
The PowerTeacher Gradebook window has four panes, Classes, Student Groups, the selected tab from the navigation bar, and its details. Each pane is adjustable, both horizontally and vertically. To adjust the width of a pane, click and hold the vertical three-line icon and drag right or left. To adjust the height of a pane, click and hold the horizontal three-line icon and drag up and down.

Right -Click and Control-Click

When using PT GradeBook the right click on your mouse or control-click when you do not have a two button mouse **is your friend!** Control-click will often bring up helpful contextual menus or launch the score inspector to display more information.

SAVE***SAVE***SAVE

If PT GradeBook sits with no activity for over 10 minutes you will see this screen:



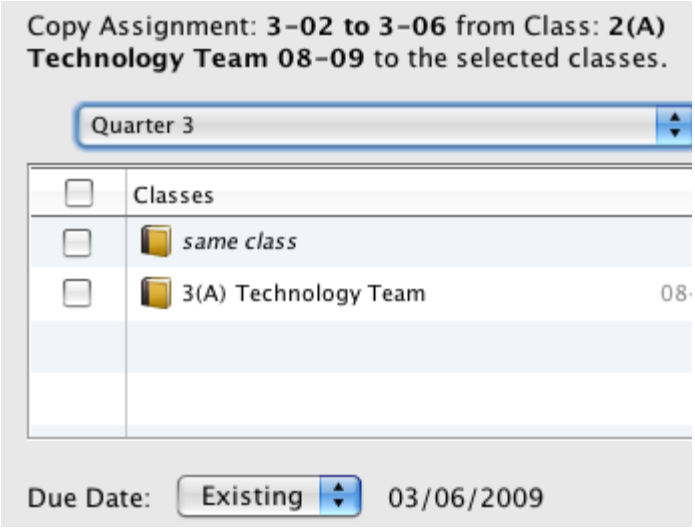
You must add your password to continue. If you had entered grades, left your desk for 10 minutes and forgot to save, you will lose your work. Always SAVE AS YOU GO...

APPLE-S

to prevent losing entries. When you have the option to REVERT gradebook will take you to the last save.

Copying Assignments to Other Classes

Copying assignments for other classes is very simple in PT GradeBook. Right -click or control-click on the assignment (or use the TOOLS menu, COPY ASSIGNMENT). A window appears to allow you to choose the class you wish to copy to.



Reordering Students

Reordering students...SORRY, but at this point students come in ABC order, you don't have the option of adding a student to the bottom of your list as they are enrolled.

Spell Check

Spell check is an optional feature that you can use to identify misspelled or questionable words. Set up Spell Check in the PT GradeBook preferences. When a misspelled or questionable word is identified, you have the basic option of changing the word in one instance or all instances, ignoring the word in one or all instances, or adding the word to your dictionary. There are two ways to use spell check, either automatically or by using Check Spelling from the gradebook menu bar.

Note: Spell check is available for the following PowerTeacher gradebook fields: assignment Name and Description, Category Name and Description, Assignment Score Inspector and Final Score Inspector Comment.

Dropped Students

When you need scores or information about a dropped student you can make reports by selecting the dropped students and choosing the appropriate report. Dropped students appear to be "greyed out", but they are still available for reporting

Only One PT GradeBook Session at a Time

You can have only one active session of PowerTeacher gradebook launched at a time. If you attempt to launch a second session of PowerTeacher gradebook, the Terminate Other Sessions window appears, displaying the message, "Other active sessions exist for this user account. Would you like to terminate the other sessions or quit this session?" Either click Terminate Other Sessions or Quit.

Photos and Seating Chart

Currently PT GradeBook does not support the display of student photos or the creation of a seating chart. These features are on a high priority list of features teachers are requesting for gradebook. Hopefully they will be included in the next release and available for use in the Fall.

Where to Find Help

- You can click on the "Question Mark" icon anytime in PT GradeBook to open a fully searchable help screen.
- Also visit our Technology area on the Lockwood web site:
  http://www.lockwoodschool.org/technology/techsupport.htm to find this help sheet, a 149 page Powerteacher GradeBook User Guide, and an 8 minute quickstart movie.
- Atomic Learning has a very helpful set of tutorials available at:
http://movies.atomiclearning.com/k12/psptgrd