

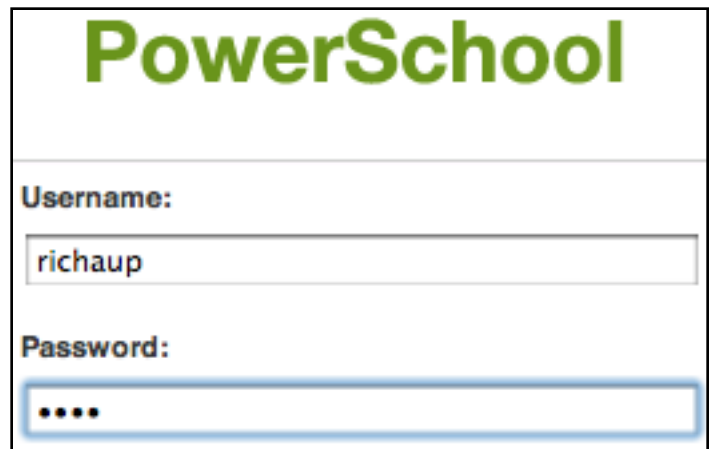
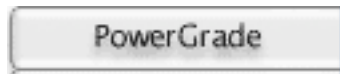
PowerGrade Helper August 2008

Steps to install new version of PowerGrade (5.1.4.0 build 106) for OS 10.4.X (Tiger). Before you begin, drag your previous PowerGrade folder to the trash so you can start with a fresh install for the new school year. If you have reports that you have created for PowerGrade and want to preserve them, REMOVE the Reports folder inside the PowerGrade folder before you delete. Then drag your Reports folder into the newly installed PowerGrade folder and REPLACE.

1) Launch Safari and enter the address for PowerSchool Teacher
<http://192.168.1.5/teachers>

2) Login with your PowerSchool Teacher name and password (check with Pam if you need a login or password reminder)

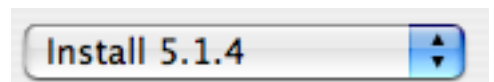
3) Click on the PowerGrade button

A screenshot of the PowerSchool login page. At the top, the word "PowerSchool" is written in a large, bold, green font. Below it, there are two input fields. The first is labeled "Username:" and contains the text "richaup". The second is labeled "Password:" and contains five dots. The form has a white background and a thin black border.

4) Click on the hot link "Mac OS X Version 5.1". The Powergrade installer will download to your computer's desktop.

5) Launch the installer from your desktop.

6) When the Installer screen appears, choose to INSTALL version 5.1.4.



PowerGrade will install in your Hard Drive/
Applications/PowerGrade folder, BE SURE TO LEAVE IT IN THIS LOCATION.

7) Locate and launch the PowerGrade 5.1 program. (Before launching, you may want to slide the "funky" blue icon into your dock for easy access.)

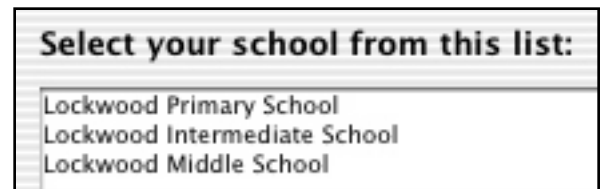


8) Click the  button to create your new grading file.

9) Name the grading file PowerGrade.data and click SAVE. **This file must stay in the PowerGrade folder with the Powergrade application.**

10) A welcome screen will appear Type the server address in the field provided. (192.168.1.5) Then click continue.

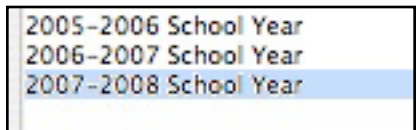
11) Select your school from the list, click continue.



Select your school from this list:

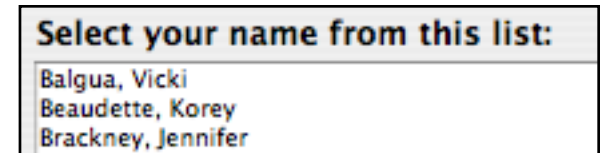
- Lockwood Primary School
- Lockwood Intermediate School
- Lockwood Middle School

12) Select the school year from the list and click continue



2005-2006 School Year
2006-2007 School Year
2007-2008 School Year


13) Select your name from the list, click continue.



Select your name from this list:

- Balgua, Vicki
- Beaudette, Korey
- Brackney, Jennifer

14) Enter the PowerSchool Connectivity Key.
(call Pam or Darlene for the key...TOP SECRET)
Please keep this key PRIVATE!

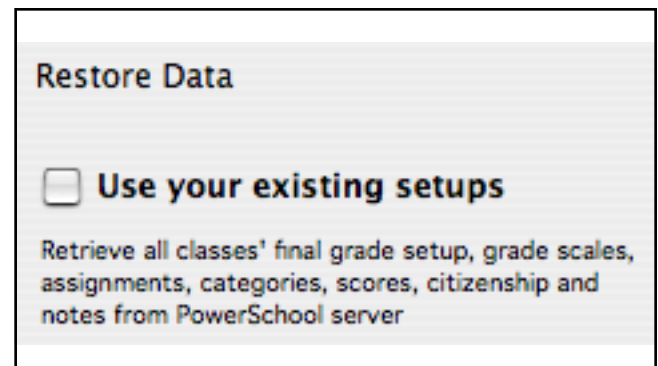


You're almost done!

Enter your PowerSchool connectivity key:

If you don't know your PowerSchool connectivity key, ask your network administrator.

15) An option to restore grades appears. Uncheck this option when you are creating your grading file for the new year. This option is new and will come in handy if you have to re-install your grading file once you have set up all the options and preferences in PowerGrade. If you leave this option checked it will take the server much longer to process the request to create your grading file, but it will still work fine.



Restore Data

Use your existing setups

Retrieve all classes' final grade setup, grade scales, assignments, categories, scores, citizenship and notes from PowerSchool server

You are ready to begin to use PowerGrade. This set-up is a one time process. You install PowerGrade on the machine where you will enter assignments and store grades.

Your job as a PowerGrade Teacher:

- 1) Take Attendance
- 2) Add assignments and grades

NOTE: You must assign one category before you can add assignments. Typical categories are "Daily Work", "Assessments", "Tests", etc. Assign a category, then click on the assignments button to add assignments.

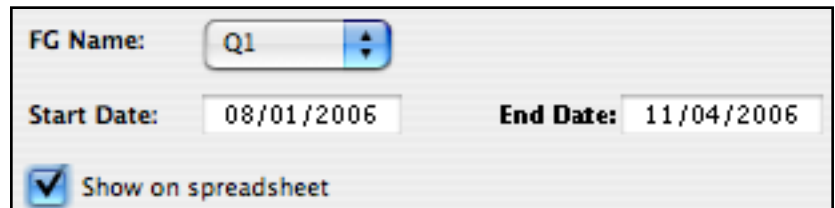
Preparing for a New Grading Period

Each quarter it is wise to set up your PowerGrade program to display current information. The settings you add to your FINAL GRADE SETUP window do not effect the PowerSchool server; they merely serve as a tool for you to manage the way you view your assignments and grades.

FINAL GRADE SETUP

1) Pull down the WINDOWS menu to FINAL GRADES SETUP or click on the grading period (like Q1, Q2, etc) at the top of the student spreadsheet. The final grade setup window appears.

3) For quarter one the check mark next to "show on spreadsheet" should have a check. (this will cause the Q1 grades to display. Then click the ACCEPT button.



The screenshot shows a dialog box titled "FINAL GRADE SETUP". It contains the following fields and controls:

- FG Name:** A dropdown menu with "Q1" selected.
- Start Date:** A text box containing "08/01/2006".
- End Date:** A text box containing "11/04/2006".
- Show on spreadsheet:** A checkbox that is checked.

4) For Q2, Q3, Q4 and F1 you follow the same steps, except the "show on spreadsheet" box should be unchecked so those grades won't appear during quarter one. (For simplicity and tidiness, I recommend only displaying the current quarter).

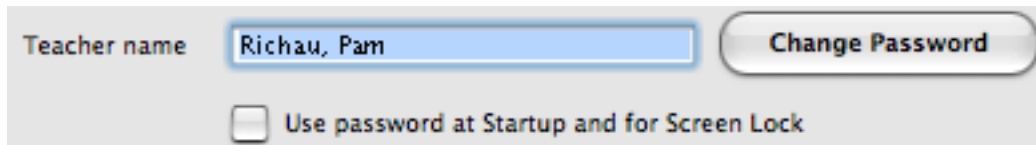
5) Then repeat this step for ALL YOUR CLASSES. Tedious, but worthwhile when you use the grading program.

COOL TIP: Teachers have complained that if they try to remove a score from a field they cannot get the field back to the "unrecorded" state. To get the field to look like the score is yet to be recorded type in the letter U. The () will reappear.

PREFERENCES

Pull down the FILE menu to PREFERENCES or click the  button to view the preference window.

1) Enter your teacher Name and decide if you need a password to protect your program.

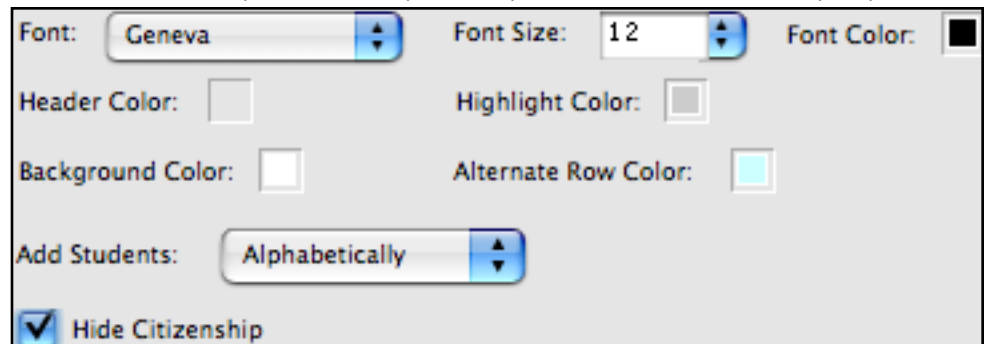


Teacher name:

Use password at Startup and for Screen Lock

2) Leave the default options for saving your work and backing up. PowerGrade should save every 30 minutes, update automatically, and send a backup every day.

3) Click the DISPLAY tab. Decide how you want your spreadsheet to display and how new students should be added. Click the option to hide citizenship, Lockwood does not use the citizenship codes.



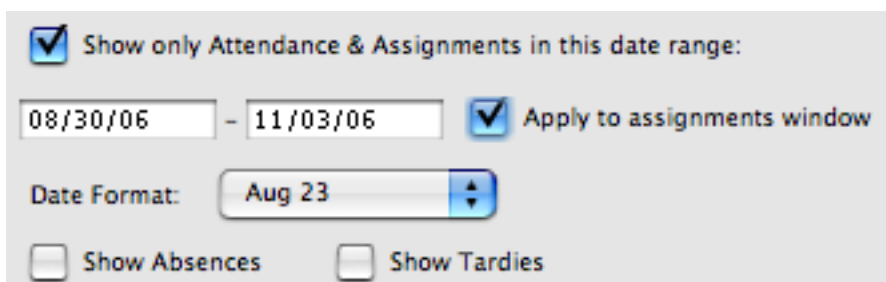
Font: Font Size: Font Color:

Header Color: Highlight Color:

Background Color: Alternate Row Color:

Add Students:

Hide Citizenship



Show only Attendance & Assignments in this date range:

- Apply to assignments window

Date Format:

Show Absences Show Tardies

Check the box "Show only assignments in this date range" and "Apply to assignments window". You can also choose to show absences and tardies.

4) Click the ATTENDANCE tab. Be sure to set a bright color



Attendance Dialog

Current Day Header Text Color:

Non-selectable Cell Background Color:

for the current day text color and a very light color for the non-selectable cells. The attendance screen is difficult to read if you don't change the color scheme.

The good news for Preferences is you only set them ONCE and they effect ALL your classes. All preferences are saved in your PowerGrade data document.

USING POWERSCHOOL TEACHER FOR ENTERING ASSIGNMENTS AND GRADES

1) Launch Internet Explorer and enter this address at SCHOOL:
192.168.1.5/teachers
and this address at HOME:
209.137.247.135/teachers

2) Enter your login name (last name with first initial, all small letters) and your password (initially set to 0000, please change)

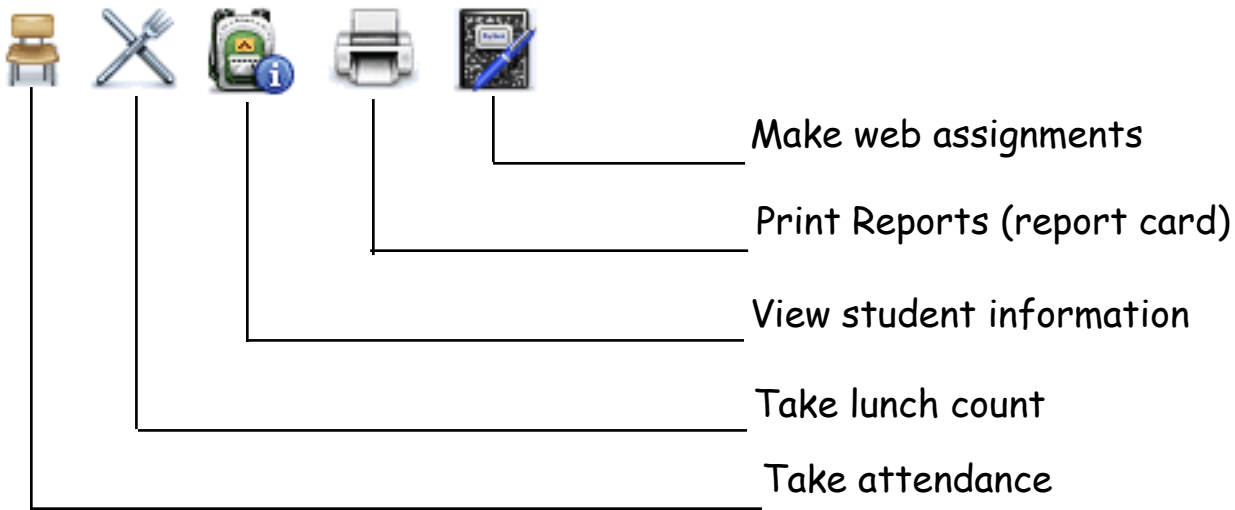
3) Click on the assignment icon  next to the class appropriate to your assignment

4) Click on the  button

5) Choose the category and fill in the information about the assignment. Fill in scores if you are ready. Click submit at the very bottom of the screen.

6) Web assignment information can be modified or deleted until the you connect to PowerSchool using PowerGrade, at which point the assignments are moved to PowerGrade, and are no longer stored in PowerSchool. You can then work with the assignments in PowerGrade as usual.

Other Powerschool Teacher features



PowerSchool

Use the "Green PowerSchool Label" to return to the PowerSchool Teacher home page

Useful Reports in PowerGrade

Student Information Report

- 1) Pull down the REPORT menu to CREATE
- 2) Name the report "Student Info"
- 3) Pull down the type of report menu to ROSTER REPORT
- 4) Choose font and font size (suggest 12 point)
- 5) Click the "options" tab to create the following columns by clicking in the column and adding what the column shows, a title and the width:
 - last name, first name-2" (width)
 - street-2.5"
 - home phone-1"
 - birthday-1"
- 7) Choose the "header" tab, type in a name for the report like "Student Information". Choose the font, font size and font position.
- 8) Choose the "which students" tab to determine who will be included in the report and the order they appear
- 9) Click PREVIEW to see the results
- 10) Close the preview screen with the hand on the stop sign icon
- 11) To edit the report, pull down the REPORTs menu to EDIT
- 12) Choose the report you wish to edit with the pull down menu

Blank Student Roster Report

- 1) Pull down the REPORT menu to CREATE, and set up as shown

Name of this report:

Type of this report:

Font & size:

All Reports are saved in your PowerGrade folder in the Reports folder. If you make an awesome report, share it!

- 2) Choose the options tab then set up as shown below

Width of Blank Columns: (Inches) # Blank Lines at Bottom:

Height of Column Title Area: (Lines) # Blank Columns:

- 3) Click the Name field and extend the column width to 2"

This column shows:

Column title:

Column width: (inches)

- 4) Create a name for the report in the header tab and choose to report for all students in the which students tab. Click preview to see the results.