

BETA Web Gradebook User Guide

PowerSchool Student Information System

PowerSchool

Document Properties

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Introduction

The PowerSchool Web Gradebook is a full featured grade-keeping application used to record, report, and modify student performance.

With PowerSchool's powerful communication tools, everyone stays connected: Teachers can use their gradebook to make decisions on what information they want to share with parents, students stay on top of assignments, and parents are able to participate more fully in their student's progress.

Resources

There are several resources available to assist you with Web Gradebook. They include Web Gradebook Online Help, *Web Gradebook User Guide*, *Web Gradebook Quick Reference Card*, PowerSchool Customer Support Web site, and PowerSchool Technical Support.

Web Gradebook Online Help – Coming Soon!

In Web Gradebook, the Help icon looks like a question mark. Click the Help icon to display context-specific help. The help appears in a Web browser. There, you can click the A-Z Index tab for an alphabetical list of topics or Topic Index for a list of topics organized by subject. Web Gradebook Help is updated as the application is updated.

Web Gradebook User Guide

A print-ready version of Web Gradebook online help, the *Web Gradebook User Guide*, is available on the PowerSchool Customer Support Web site. You will need Adobe Acrobat Reader to view the user guide.

Web Gradebook Quick Reference Card – Coming Soon!

The *Web Gradebook Quick Reference Card*, which lists tips, tricks, and shortcuts for the most frequently used Web Gradebook features, including assignment categories, assignments, reports, and shortcuts, is also available on the PowerSchool Customer Support Web site. Keep a copy of the quick reference card near the workstation where you use Web Gradebook.

PowerSchool Customer Support Web Site

In addition to the *Web Gradebook User Guide* and *Web Gradebook Quick Reference Card*, the PowerSchool Customer Support Web site provides a wealth of information. To access this site, go to <https://support.powerschool.com/>.

You will need a username and password to log in. If you do not have a username and password, see your PowerSchool administrator.

Web Gradebook documentation is located at **Support > Pre-Release > Gradebook Beta Program**.

PowerSchool Technical Support

The PowerSchool Technical Support team is comprised of experienced Support professionals who have successfully completed advanced product support training. The Support team is available to assist you with technical problems, general questions about the PowerSchool application, best practices advice, and other product support needs.

The Technical Support center is staffed Monday through Friday from 4:00 a.m. to 5:00 p.m. Pacific Standard Time.

Telephone Support

The Technical Support team can be reached by phone at (866) 434-6276. Calls are answered in the order they are received. Please have your customer number ready. You will be asked for your name to check it against the authorized Technical Contacts allowed for your district. The Technical Support team only provides assistance to authorized Technical Contacts.

Your call will be routed to a Technical Support Specialist. If technical support resources are not immediately available, you may follow the prompts to divert your call to voice mail. The voice mail queue is checked regularly throughout the business day. The next available Technical Support Specialist will return your call. When leaving voice mail, please include your name, customer number, phone number where you can be reached, and a brief description of your issue.

Email Support

You are always welcome to send your questions via email to **support@powerschool.com**. The service level agreement indicates a 24-hour response time to emails (during the normal business week).

Note: One advantage of emailing support is that you have an answer in writing and can archive the response for future reference.

Self-Service

You may also submit Support cases via the self-service area on the PowerSchool Customer Support Web site at <https://support.powerschool.com/techsupport/selfservice.do>. The self-service area provides a convenient way to log cases whether you are in your office, at a school site, or at another remote location. Through the self-service area, you have the ability to view archives of all cases, whether open or closed.

Quick Start

To get started immediately and begin taking advantage of Web Gradebook, perform the following tasks to set up and use the application. The following list refers to sections within this guide.

Note: See the respective sections for detailed procedures. For Attendance, see the *PowerSchool Teacher User Guide*.

Getting Started

- Open Web Gradebook
- The Gradebook Window

Categories

- Predefined Categories
- Work With Categories

Assignments

- Work With Assignments
- Publish Assignments

Final Grades

- Define Final Grade Setup

Scores and Other Information

- Work With Scores
- Enter Assignment Status
- Work With Score Comments
- Work With Final Grade Comments

Attendance

- Take Attendance
- View Historical and Future Attendance By Class
- View Historical and Future Attendance By Student

Quit Gradebook

- Quit Gradebook

Getting Started

To get started, you must log on to PowerSchool Teacher and then launch Web Gradebook.

Open Web Gradebook

Web Gradebook is available through PowerSchool Teacher. You will need a username and password. If you do not have one, see your System administrator. Once logged in to PowerSchool Teacher, note the **Web Gradebook** link in the main menu. Click this link to launch Web Gradebook.

How to Log On to PowerSchool Teacher

1. Open your web browser to your school's PowerSchool Teacher URL. The Log On page appears.
2. Enter your username in the first field.
3. Enter your password in the second field.
Note: The characters appear as asterisks (*) to ensure greater security when you log in.
4. Click **Enter**. The PowerSchool Teacher start page appears.

How to Launch Web Gradebook for Mac

1. Click **Web Gradebook**. The Downloads window appears accompanied by a certificate window.
2. Click **Trust**. The Java Web Start and Gradebook version windows briefly appear. Then, Web Gradebook opens.
3. Close the Downloads window.
4. Note the Web Gradebook icon that appears in the dock and the launchGradeBook.jnlp file that appears on your desktop. When you quit Web GradeBook, both will be discarded automatically.

How to Launch Web Gradebook for Windows

1. Click **Web Gradebook**. The Downloads window appears accompanied by the Warning Security window.
2. Click **Run**. The Java Web Start and Gradebook version windows briefly appear. Then, Web Gradebook opens.
3. Close the Downloads window.

The Gradebook Window

There are several components to the main window of the Gradebook. These include a menu bar, an ID bar, a term selector, the class list, student groups, and a navigation bar.

The Gradebook window is made of four panes, which are 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.

Menu Bar

The menu bar, which appears at the top of the screen, provides a quick way to access the various components of Web Gradebook or perform certain functions. The menu bar includes options for Gradebook, File, Edit, View, Tools, Window, and Help. The primary options you will use are:

Option	Function
Gradebook	Use the Gradebook pull-down menu to set preferences and to quit Web Gradebook.
View	Use the View pull-down menu to access the Scoresheet, Assignments, Students, Grade Setup, Class Info, and Reports windows.
Tools	Use the Tools pull-down menu to set up categories, view gradescales, access the Score Inspector, and recalculate final scores.

ID Bar

The ID bar appears at the top of the GradeBook window and displays your name and the name of your school.

Classes

The Classes pane appears in the upper left corner of the Gradebook window and includes the Term Selector and Class List. The Class List displays a list of your classes for the selected term. Use the Term Selector to view classes for a different term. For more information, see *Classes*.

Student Groups

The Student Groups pane appears in the lower left corner of the Gradebook window and displays student groups for a selected class. For more information, see *Student Groups*.

Navigation Bar

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

Tab	Function
Scoresheet	Use the Scoresheet window to track assignment scores and view student final grades.
Assignments	Use the Assignments window to view, add, edit, and delete assignments.
Students	Use the Students window to view class rosters and student information.
Grade Setup	Use the Grade Setup window to set up final grades.
Class Info	Use the Class Information window to view class information, as well as add, edit, or delete class descriptions.
Reports	Use the Reports window to generate one of five reports, including Attendance Grid, Individual Student, Missing Assignment, Spreadsheet, and Student Roster.

Classes

The Class List displays a list of your classes for the selected term.

Select Term

By default, the current term is selected. Use this procedure to view your classes for a different term within the current full year term.

How to Select a Term

1. Launch Web Gradebook. The Gradebook appears.
The first class in your daily schedule appears highlighted. By default, the class Scoresheet appears.
2. Note the term pop-up menu displays for the current term.
3. Choose a different term from the term pop-up menu. Classes for the term appear.

Select Class

By default, the first class in your daily schedule appears highlighted. Use this procedure to select a different class.

How to Select a Class

1. Launch Web Gradebook. The Gradebook appears.
The first class in your daily schedule appears highlighted. By default, the class Scoresheet appears.
2. Click a different class. The class Scoresheet appears.

Class Information

The Class Information window displays basic class information, as well as providing a means to publish information about the class on the PowerSchool Parent Portal.

View Class Information

To view information about a particular class, select the class and click the Class Info tab.

How to View Class Information

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Class Info** tab. The Class Information window displays the following information for the class:

Field	Description
Course Name	The name of the class, such as English Composition.
Term	The expression for the class.
Section Number	The section number of the class.
Periods/Day	The period/day combination for the class.
Start	The first day of class.
End	The last day of class.
Grade Scale	The name of the gradescale associated to the class.
Room	The room number for the class.
Description	Detailed information about the class. This information appears on the Quick Lookup page in PowerSchool and on the PowerSchool Parent Portal.

Work With Class Description

When entering a class description, you can use plain text, HTML, or a combination of both. Once you enter a class description, it appears on the Quick Lookup page in PowerSchool and on the PowerSchool Parent Portal.

For example: [Plain text] This class focuses upon writing essays for a variety of purposes; addressing different audience types; experimenting with different forms of expression; practicing techniques for developing and arranging ideas; and building vocabulary, grammar, syntax, and related skills.

Please refer to the following resources: [HTML describing the resources, showing pictures, and links to these sites.]

How to Add a Class Description

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Class Info** tab. The Class Information window appears.
3. Enter text and/or HTML in the **Description** field.
4. Click **Save**.

How to Edit a Class Description

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Class Info** tab. The Class Information window appears.
3. Edit the text and/or HTML in the **Description** field.
4. Click **Save**.

How to Delete a Class Description

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Class Info** tab. The Class Information window appears.
3. Remove the text and/or HTML from the **Description** field.
4. Click **Save**.

Students

The Students window displays a list of students enrolled in a class and basic information about each student.

View Class Roster

To view the class roster for a particular class, select the class and click the Students tab.

How to View the Class Roster

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Students** tab. The class roster displays the following information for each student:

Field	Description
Student	The student's name.
Student Number	The student's identification number.
Birthday	The student's date of birth.
Gender	The student's gender.
Grade Level	The student's grade level.
Home Phone	The student's home phone number.

Filter Class Roster

By default, the Students window displays students who are currently enrolled in the class. To view students with a different enrollments status, use the Filter By function.

How to Filter the Class Roster

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Students** tab. The class roster appears.
3. Do one of the following:
 - Choose **All** from the **Students Filter By** pop-up menu. The class roster refreshes and displays students who are both currently enrolled and those who are no longer enrolled in the class.

- Choose **Active** from the **Students Filter By** pop-up menu. The class roster refreshes and displays only those students who are currently enrolled in the class.
- Choose **Dropped** from the **Students Filter By** pop-up menu. The class roster refreshes and displays only those students who are no longer enrolled in the class.

Sort Class Roster

By default, the Student window displays students in ascending order by name. Using the column headings, you can sort data in ascending or descending order based on the column heading you select.

Note: When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading.

How to Sort the Class Roster

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Students** tab. The class roster displays students in ascending order by student.
3. Click the **Student** column heading to sort in descending order.
4. To sort the class roster by a different column heading, click that column heading. The class roster appears in ascending order based on the selected column.
5. Alternately, click that same column heading to sort the class roster in descending order.

View Student Details

To view student details, either double-click the student's name or click the arrow next to the student's name.

How to View Student Details

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Students** tab. The class roster appears.
3. Do one of the following:
 - Double-click the student.
 - Click the arrow next to the student.

The Student Details window displays the following information for the student:

Field	Description
Alert	Discipline, Guardian, or Medical icons appear if an alert exists for student. Click an icon to view the alert text.
First Name	The student's first name.
Last Name	The student's last name.
Student Number	The student's identification number.
Home Phone	The student's home phone number. If using a Mac, click the number to view it in large print.
Gender	The student's gender.
Grade Level	The student's grade level.
Birthday	The student's date of birth.
Emergency Contacts	The student's emergency contact information. If using a Mac, click the contact information to view it in large print.

View Alerts

A student may have one or more of the following alerts: Discipline, Guardian, or Medical. If an Alert icon displays for a student, you can view the specific text for the alert.

How to View Alerts

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Students** tab. The class roster appears.
3. Double-click the student. Student details appear for the selected student.
4. Click the Discipline, Guardian, or Medical icon to view the alert text. The alert window appears.
5. Click **OK** to close the alert window.

Student Groups

Students arrive on the first day of school with different needs and levels of readiness. Using student groups, you can adapt instruction to the particular needs of students.

Student groups are made up of a hierarchical structure; a set, groups within that set, and students within those groups. Student groups are class-specific. Therefore, you will need to create student groups for each class you want to apply grouping to.

Work With Sets

The first step to creating student groups is to create a set. Remember that the class, for which you are creating student groups, must be selected. Once you have created the sets you want, then you can create groups for those sets.

How to Create a Set

1. Select a class from the Classes pane. The class Scoresheet appears.
2. In the Student Groups pane, click the **Plus (+)** button.
3. Choose **Set**. The untitled set appears as an editable text field.
4. Enter the name of the set.
5. Press **ENTER** or **RETURN** to save your changes.

How to Rename a Set

1. Select a class from the Classes pane. The class Scoresheet appears.
2. In the Student Groups pane, double-click the set you want to rename. The set appears as an editable text field.
3. Update the field as needed.
4. Press **ENTER** or **RETURN** to save your changes.

How to Delete a Set

1. Select a class from the Classes pane. The class Scoresheet appears.
2. In the Student Groups pane, select the set you want to delete. The set appears highlighted.
3. Click the **Minus (-)** button. A confirmation window appears.
4. Click **Yes** to delete.

Work With Groups

Once you have created a set, you can then add one or more groups to that set. Again, remember that the class, for which you are creating student groups, must be selected. Once you have created the groups you want, then you can add students to those groups.

How to Create a Group

1. Select a class from the Classes pane. The class Scoresheet appears.
2. In the Student Groups pane, select the set you want to add a group to. The set appears highlighted.
 1. Click the **Plus (+)** button.
 2. Choose **Group**. The untitled group appears as an editable text field.
 3. Enter the name of the group.
 4. Press **ENTER** or **RETURN** to save your changes.

How to Rename a Group

1. Select a class from the Classes pane. The class Scoresheet appears.
2. In the Student Groups pane, click the expanding arrow next to the set that contains the group you want to rename. The groups belonging to the set appear.
3. Double-click the group you want to rename. The group appears as an editable text field.
4. Update the field as needed.
5. Press **ENTER** or **RETURN** to save your changes.

How to Move a Group

1. Select a class from the Classes pane. The class Scoresheet appears.
2. In the Student Groups pane, click the expanding arrow next to the set that contains the group you want to move. The groups belonging to the set appear.
3. Select the group you want to move. The group appears highlighted.
4. Drag and drop the group into the new set.

How to Delete a Group

1. Select a class from the Classes pane. The class Scoresheet appears.
2. In the Student Groups pane, click the expanding arrow next to the set that contains the group you want to delete. The groups belonging to the set appear.
3. Select the group you want to delete. The group appears highlighted.
4. Click the **Minus (-)** button. A confirmation window appears.

5. Click **Yes** to delete.

Work With Students

Once you have created a set and one or more groups within a set, you can then add students.

How to Add Students to a Group

1. Select a class from the Classes pane. The class Scoresheet appears.
2. In the Student Groups pane, click the expanding arrow next to the set that contains the group you want to add students to.
3. Select the group. The group appears highlighted.
4. Click the **Students** tab. The class roster appears.
5. Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) as you click each student you want to add to the group.
6. Drag and drop the students into the group.

How to Move Students from Group to Group

1. Select a class from the Classes pane. The class Scoresheet appears.
2. In the Student Groups pane, click the expanding arrow next to the set that contains the group you want to move students from. The set appears highlighted.
3. Click the expanding arrow next to the group that contains the students you want to move. The group appears highlighted.
4. Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) as you click each student you want to move.
5. Drag and drop the students into the new group.

How to Remove Students from a Group

1. Select a class from the Classes pane. The class Scoresheet appears.
2. In the Student Groups pane, click the expanding arrow next to the set that contains the group you want to remove students from. The set appears highlighted.
3. Click the expanding arrow next to the group that contains the students you want to remove. The group appears highlighted.
4. Select each student you want to move.
5. Click the **Minus (-)** button. A confirmation window appears.
6. Click **Yes** to delete.

Categories

Before you can create assignments, you must set up categories. Categories are groups of the same types of assignments. Categories are not class-specific, eliminating the need to create the same categories multiple times for each class.

Predefined Categories

By default, Web Gradebook includes four pre-defined categories, Homework, Project, Quiz, and Test.

View Categories

To view categories, you do not need to select a class. Simply navigate to the Categories window using the Gradebook menu bar.

How to View Categories

1. From the Gradebook menu bar, choose **Tools > Categories**. The Categories window appears. A list of categories appears on the left side of the window. If necessary, use the scroll bar to view the entire list of categories.
2. Select a category. Detailed information for the category appears on the right of the window. The following information displays for each category:

Field	Description
Name	The category name.
Abbreviation	The category abbreviation.
Color	The color assignments in this category appear as on the Scoresheet and Assignments windows.
Points Possible	The default number of points possible for assignments in this category.
Score Type	The default method by which assignments in this category are recorded.
Include in Final Grade	The default option for inclusion in final grade calculation for assignments in this category.
Description	Detailed information about the category.

Note: For more information, see *How to Add a Category*.

Work With Categories

You can create, edit, or delete multiple categories prior to closing the Categories window.

How to Add a Category

1. From the Gradebook menu bar, choose **Tools > Categories**. The Categories window appears.
2. Click the **Plus (+)** button in the lower left corner of the Categories window. The new category appears on the left side of the window.
3. Use the following table to enter information into the fields:

Field	Description
Name	The category name.
Abbreviation	The category abbreviation.
Color	Use the pop-up menu to choose the color assignments in this category appear as on the Scoresheet and Assignments windows.
Points Possible	Enter the default number of points possible for each assignment in this category. You can modify this information for individual assignments as needed.
Score Type	Use the pop-up menu to choose the default method by which assignments in this category should be recorded: Points , Percentage , or Letter Grade . You can modify this information for individual assignments as needed.
Include in Final Grade	Select this checkbox to include assignments in this category when calculating final grades. You can modify this information for individual assignments as needed.
Description	Enter the description of the category using plain text, HTML, or a combination of both. This information appears on the Quick Lookup page in PowerSchool and on the PowerSchool Parent Portal when an assignment using this category is published. For example: [Plain text] This category is worth 20% of the student's grade. Homework assignments are due every Monday and are worth 10 points each. Students are allowed to miss only one. Missing more than one assignment may significantly affect the student's over-all grade.

Field	Description
	Please refer to the following resources: [HTML describing the resources, showing pictures, and links to these sites.]

4. Click **OK** to save your changes. The Categories window closes.

How to Edit a Category

1. From the Gradebook menu bar, choose **Tools > Categories**. The Categories window appears.
2. Select the category you want to edit. The category details appear.
3. Edit information as needed. For field descriptions, see *How to Add a Category*.
4. Click **OK** to save your changes. The Categories window closes.

Note: You may want to delay clicking **OK** until you have completed all of the edits you want to make for each of the categories. Otherwise, you will have to access the Categories window from the Gradebook menu bar again.

How to Delete a Category

1. From the Gradebook menu bar, choose **Tools > Categories**. The Categories window appears.
2. Select the category you want to delete.
3. Click the **Minus (-)** button in the lower left corner of the Categories window. The Categories window appears without the deleted category.
4. Click **OK** to save your changes. The Categories window closes.

Assignments

Once you have set up categories and organized students into groups, you can then create assignments. You can create one assignment at a time as you progress through the term, or you can set up assignments for the entire term before the term starts.

Having all assignments for the term before the term starts does not change how grades appear. The Final Grade that appears on the Scoresheet reflects an average grade for only the assignment scores that have been entered.

Before setting up an assignment, consider how you will score the assignment. Do you want to record the score as points, a percentage, or letter grade? How many points is the assignment worth? How do you want to weight the assignment? Do you want to include the assignment in final grade calculation?

Weighting

Assignment setup may involve weighting; however, weighting is not required. Weighting gives particular assignments, whether points, percentage, or letter grades, more value than others when determining final grades. The weight value is used to multiply the points earned and the points possible. For assignments that you will be weighting, you must select the **Include in Final Grade** checkbox.

View Assignments

To view assignments for a particular class, select the class and click the Assignments tab.

How to View Assignments

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Assignments** tab. The Assignment window appears. The following information displays for each assignment:

Field	Description
Name	The assignment name.
Abbreviation	The assignment abbreviation.
Category	The category the assignment is grouped by.
Points Possible	The number of points possible for the assignment.
Weight	The weight of the assignment.
Date Due	The date the assignment is due.

Note: For more information, see *How to Add an Assignment*.

Filter Assignments

By default, the Assignments window displays assignments for all categories for the entire length of the class. To view assignments for a different reporting term or category, use the Filter By function.

How to Filter the Assignments

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Assignments** tab. The Assignment window appears.
3. Do one or both of the following:
 - Choose a term from the **Filter By Reporting Term** pop-up menu. The Assignment window refreshes and only displays assignments for the selected term.
 - Choose a category from the **Filter By Category** pop-up menu. The Assignment window refreshes and only displays assignments for the selected category.

Sort Assignments

By default, the Assignment window displays assignments in ascending order by name. Using the column headings, you can sort data in ascending or descending order based on the column heading you select.

Note: When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading.

How to Sort Assignments

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Assignments** tab. The Assignment window displays the assignments in ascending order by name.
3. Click the **Name** column heading to sort in descending order.
4. To sort assignments by a different column heading, click that column heading. Assignments appear in ascending order based on the selected column.
5. Alternately, click the same column heading to sort assignments in descending order.

Work With Assignments

You can add, edit, or delete assignments from both the Assignments window and the Scoresheet window.

How to Add an Assignment

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Scoresheet** or **Assignments** tab. The Assignment window appears.
3. Click **New Assignment**. The New Assignment window appears.
4. Use the following table to enter information into the fields:

Field	Description
Name	Enter the assignment name.
Abbreviation	Enter the assignment abbreviation.
Category	Use the pop-up menu to choose the category by which the assignment should be grouped.
Score Type	If a Category is selected, the score type defaults to the category score type. Use the pop-up menu to choose the method by which the assignment should be recorded: Points , Percentage , or Letter Grade .
Points Possible	If a Category is selected, the points possible defaults to the category points possible. Enter the number of points possible for the assignment.
Weight	Enter the weight of the assignment. The system multiplies both the assignment's points possible and the students' scores by this weight when calculating final grades.
Date Due	Enter the date the assignment is due using the format mm/dd/yyyy, or click the Calendar icon and select the date.
Include in Final Grade	If a Category is selected, this checkbox defaults based on the category. Select this checkbox to include this assignment in final grade calculation.
Description	Enter the description of the assignment using plain text, HTML, or a combination of both. This information appears on the Quick Lookup page in PowerSchool and on the PowerSchool Parent Portal when the assignment is published. For example: [Plain text] Analyze and write 500 word essay on Herman Melville's <i>Billy Bud</i> . What point is the author trying to make? Support your idea with several aspects of the story - plot, characterization, setting, irony, symbolism, imagery, etc. Show how these different aspects work together to convey the message.

Field	Description
	Please refer to the following resources: [HTML describing the resources, showing pictures, and links to these sites.]

5. To make the assignment visible to parents, go to Step 4 of *How to Show an Assignment*.

How to Edit an Assignment

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Scoresheet** or **Assignments** tab. The Assignment window appears.
3. Double-click the assignment you want to edit. The assignment details appear.
4. Edit information as needed. For field descriptions, see *How to Add an Assignment*.
5. To make the assignment visible to parents, go to Step 4 of *How to Show an Assignment*.
6. Otherwise, click **Save**.

How to Delete an Assignment

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Scoresheet** or **Assignments** tab. The Assignment window appears.
3. Select the assignment you want to delete. The assignment details appear.
4. Click **Delete Assignment**. The Delete Assignment window appears.
5. Click **Yes**. The assignment no longer appears on the Assignment window.

Publish Assignments

Once you enter an assignment, the assignment and assignment scores appear on the Quick Lookup page in PowerSchool. In order for parents and students to view this information on the PowerSchool Parent Portal, you will need to publish it.

When publishing an assignment, you also have the option to publish the assignment score. Alternately, if you do not want make an assignment available on the PowerSchool Parent Portal, you can elect to never publish the assignment.

How to Show an Assignment

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Scoresheet** or **Assignments** tab. The Assignment window appears.
3. Select the assignment you want to publish. The assignment details appear.
4. Click **Publish**.
5. From the **Publish Assignment** pop-up menu, choose when to publish the assignment: **Immediately**, **On Specific Date**, **Days Before Due**, or **On Due Date**.

6. If you selected **On Specific Date**, enter the date the assignment should appear in the **Date On** field using the format mm/dd/yyyy, or click the Calendar icon and select the date.
7. If you selected **Days Before Due**, enter the number of days the assignment should appear prior to the date that it is due in the **Days Before Due** field.
8. Click **Save**.

How to Hide an Assignment

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Scoresheet** or **Assignments** tab. The Assignment window appears.
3. Select the assignment you do not want published. The assignment details appear.
4. Click **Publish**.
5. Choose **Never** from the **Publish Assignment** pop-up menu.
6. Click **Save**.

How to Show Assignment Scores

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Scoresheet** or **Assignments** tab. The Assignment window appears.
3. Select an assignment. The assignment details appear.
4. Click **Publish**.
5. Select the **Publish Scores** checkbox.
Note: If the **Publish Assignment** pop-up menu is set to **Never**, do not select this checkbox.
6. Click **Save**.

How to Hide Assignment Scores

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Scoresheet** or **Assignments** tab. The Assignment window appears.
3. Select an assignment. The assignment details appear.
4. Click **Publish**.
5. Deselect the **Publish Scores** checkbox.
6. Click **Save**.

Gradescales

You can view details about a gradescale, or view the gradescale that is associated to a class.

View Gradescales

You can view all gradescales or those associated with a specific class.

How to View Gradescales

1. From the Gradebook menu bar, choose **Tools > Gradescales**. The Gradescales window displays the following information for each gradescale:

Field	Description
[Gradescales]	The gradescales provided by your school.
Name	The name of the selected gradescale.
Grade	The letter grade.
Cutoff	The percentage cutoff for the grade.
Percent	The percent value assigned to the grade.
Description	Description for the grade.

2. Click **Close** when done viewing.

How to View a Gradescale Associated to a Class

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Class Info** tab. The Class Information window appears.

The name of the gradescale associated to this class appears in the **Grade Scale** field.

Final Grades

Using a combination of options, you can control how Final Grades are calculated in your classes. Final Grade Preferences apply to all of your classes while Final Grade Setup applies to a specific class and must be setup within each class.

Define Final Grade Preferences

Use the Preferences window to define how you want final grades to appear in Web Gradebook, either rounded or truncated. You can also indicate the number of decimals you want to appear.

How to Define Final Grade Preferences

1. From the Gradebook menu bar, choose **Gradebook > Preferences**. The Preferences window appears.
2. To indicate how you want final grades to be calculated, select the appropriate **When calculating a grade the value should be** option:
 - **Rounded**: Rounds the number up or down to the nearest decimal point specified.
 - **Truncated**: Cuts off the number at the specified number of places after the decimal.
3. Choose the number of digits to appear after the decimal point from the **Store calculated grades with up to** pop-up menu.
4. Click **OK** to save your changes.

Define Final Grade Setup

Use final grade setup to specify how you want final grades to be calculated for students in your classes.

Final Grades and Categories

When setting up categories, you can use the **Include in Final Grade** checkbox indicate whether assignments within a category should be included when calculating final grades. For more information, see *Categories*.

Final Grades and Assignments

When setting up assignments, you can use the **Include in Final Grade** checkbox indicate whether assignments should be included when calculating final grades. For more information, see *Assignments*.

Weighting

Final grade setup may involve weighting; however, weighting is not required. Weighting gives particular assignments, categories, or terms more value than others when determining final grades. The weight value is used to multiply the points earned and the points possible.

How to View Reporting Terms

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Grades Setup** tab. The Grades Setup window displays the following reporting term information for your school:

Field	Description
Reporting Term	The name of the term.
Start	The first day of the selected term.
End	The last day of the selected term.

How to Calculate Final Grades by Total Points

The total points method calculates final grades based on how many points a student has accumulated over the term divided by total points possible.

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Grades Setup** tab. The Grades Setup window appears.
3. Click the name of the reporting term you want to set up final grade calculation for.
Note: Calculate Final Grade Using options are based on the selected term.
4. Select the **Total Points** option for **Calculate Final Grade Using**.
5. Enter the number of low scores you want to drop from the final grade calculation in the **Number of low scores to discard** field.
6. Click **Save**.

How to Calculate Final Grades by Term Weight

The term weight method calculates final grades based on the total points times the value (or weight) of each term or assignment.

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Grades Setup** tab. The Grades Setup window appears.
3. Click the name of the reporting term you want to set up final grade calculation for.
Note: Calculate Final Grade Using options are based on the selected term.

4. Select the **Term Weights** option for **Calculate Final Grade Using**. Terms for the selected Reporting Term appear.

To add a term:

1. Double-click the term's **Weight** field. The field appears as an editable text field.
2. Enter the weight.
3. Press **TAB**, **RETURN** (Mac) or **ENTER** (Windows).
4. Repeat for each additional term.
5. Click **Save**.

To add an assignment:

1. Click **Add Assignment**. The Select Assignment window appears.
2. Select the checkbox of the assignment you want to add.
3. Click **OK**. The assignment appears on the Grades Setup window.
4. Double-click the assignment's **Weight** field. The field appears as an editable text field.
5. Enter the weight.
6. Click **Save**.
7. Repeat for each additional assignment.

To remove an assignment:

1. Select the assignment you want to delete. The assignment appears highlighted.
2. Click **Remove**.
3. Click **Save**.

How to Calculate Final Grades by Category Weight

The category weight method calculates final grades based on total points times the value (or weight) of each category or assignment.

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click the **Grades Setup** tab. The Grades Setup window appears.
3. Click the name of the reporting term you want to set up final grade calculation for.
Note: Calculate Final Grade Using options are based on the selected term.
4. Select the **Category Weights** option for **Calculate Final Grade Using**.

To add a category:

1. Click **Add Category**. The Select Category window appears.
2. Select the checkbox next to the category you want to add.
3. Click **OK**. The category appears on the Grades Setup window.
4. Double-click the category's **Weight** field. The field appears as an editable text field.

5. Enter the weight.
6. Double-click the category's **Drop Low** field. The field appears as an editable text field.
7. Enter the number of low scores you want to drop from the final grade calculation.
8. Click **Save**.
9. Repeat for each additional category.

To add an assignment:

1. Click **Add Assignment**. The Select Assignment window appears.
2. Select the checkbox of the assignment you want to add.
3. Click **OK**. The assignment appears on the Grades Setup window.
4. Double-click the assignment's **Weight** field. The field appears as an editable text field.
5. Enter the weight.
6. Click **Save**.
7. Repeat for each additional assignment.

Manually Override Final Grades

In some cases, you may need to override a calculated final grade for a student. When overriding a calculated grade, you can set a unique value for both Percent and Letter Grade.

How to Manually Override Final Grades

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Open the *Open Score* Inspector. The Score Inspector window appears.
3. Select the final grade of the student you want to update. The final grade field appears highlighted. The assignment details appear in the Score Inspector window.
4. Select the **Manual Override** checkbox.
5. Enter the new final grade in the **Score** field.
6. Enter final grade text in the **Comment** field, if applicable.
7. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
8. Click **Close** to save. The final grade appears within the selected student final grade field. If a commented was entered, a blue circular "C" also appears.

Recalculate Final Scores

Recalculate Final Scores is a special function that is used as a final option when there is a question as to the accuracy of a final grade.

BETA: More commonly, however, Recalculate Final Scores should be used when administrators change certain data that will impact final grade calculations. Any change that is

made to a Gradescale for a section such as the actual assigned Gradescale or a modification to one or more Grades within a Gradescale will not be reflected in Gradebook until Recalculate Final Scores is selected.

How to Recalculate Final Scores

From the Gradebook menu bar, choose **Tools > Recalculate Final Scores**. The Gradescales window appears.

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 final grades for students in your classes.

Assignment, Category, and Student filters are included so you can control what data is displayed.

The details pane of the Scoresheet may be used to view details for either assignments or students depending on the need.

View Scoresheet

To view assignments and scores for a particular class, select the class and click the Scoresheet tab.

How to View the Scoresheet

1. Select a class from the Classes pane. The class Scoresheet displays the following information:

Field	Description
Student	The student's name.
Final Grade	The student's final grade.
[Assignments]	Assignments for this class and grades and comments received the assignments.

Filter Scoresheet

By default, the Scoresheet window displays view assignments and scores for all categories for students enrolled in the current full year term. To view assignments and scores for students with a different enrollments status or for a different reporting term or category, use the Filter By function.

How to Filter the Scoresheet

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Do one or more of the following:
 - Choose a term from the **Filter By Reporting Term** pop-up menu. The Scoresheet refreshes and only displays assignments and scores for the selected term.

- Choose a category from the **Filter By Category** pop-up menu. The Scoresheet refreshes and only displays assignments and scores for the selected category.
- Choose an enrollment status from the **Filter By Students** pop-up menu. The Scoresheet refreshes and only displays assignments and scores for students with the selected enrollment status. For more information, see *Filter Class Roster*.

View Assignment Statistics

The Summary section of the Scoresheet provides statistical information for each assignment. When selecting an assignment, the mean, median, and mode for that assignment appear.

The mean is the mathematical average of the scores you entered. The median represents the middle of all values: one-half of the scores will be above this number and one-half will be below it. The mode indicates the most common value.

All of these values are indicators of how well your students did on the assignment. If any one of them is unexpectedly low, it may be that students need additional practice on the skills and concepts being assessed, or the assessment needs to be revised.

How to View Assignment Statistics

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Select an assignment.
3. Click **Summary**. The mean, median, and mode appear for the selected assignment.

The **Points Earned** appears in the lower right corner of the Scoresheet. When a final grade or assignment is selected, the total points earned to date appear.

Enter Assignment Status

You can enter assignment status directly on the Scoresheet window or using the Score Inspector. For more information, see *Score Inspector*.

How to Mark an Assignment as Collected

Use this procedure to indicate that an assignment for a student has been collected. When marked as collected, a green checkmark appears within the selected student assignment field.

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click in the assignment column of the student you want to enter an assignment status for. The assignment field appears highlighted in red.
3. Press **SHIFT+click** (Mac) or **ALT+click** (Windows) and select **Collected**. The assignment status appears on the Scoresheet.

How to Mark an Assignment as Late

Use this procedure to indicate that an assignment for a student is late. When marked as late, a red circular “L” appears within the selected student assignment field.

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click in the assignment column of the student you want to enter an assignment status for. The assignment field appears highlighted in red.
3. Press **SHIFT+click** (Mac) or **ALT+click** (Windows) and select **Late**. The assignment status appears on the Scoresheet.

How to Mark an Assignment as Exempt

Use this procedure indicate that an assignment for a student is exempt. An exempted assignment will appear one of two ways depending on whether or not a score is entered for the student for the assignments. If no score is entered and the assignment is marked as exempt, an italicized “Ex” appears in the score cell. If a score is entered and the assignment is marked as exempt, the score will be italicized and will be a light grey color.

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Click in the assignment column of the student you want to enter an assignment status for. The assignment field appears highlighted in red.
3. Press **SHIFT+click** (Mac) or **ALT+click** (Windows) and select **Exempt**. The assignment status appears on the Scoresheet.

Work With Scores

You can enter, edit, or delete scores directly on the Scoresheet window or using the Score Inspector. For more information, see *Score Inspector*.

How to Enter a Score

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Double-click the assignment column of the student you want to enter a score for. The assignment field appears as an editable text field.
3. Enter the score.
4. Press **TAB**, **RETURN** (Mac) or **ENTER** (Windows). The score appears on the Scoresheet as the cursor advances to the next field.

How to Edit a Score

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Double-click the score you want to edit. The assignment field appears as an editable text field.

3. Enter the new score.
4. Press **TAB**, **RETURN** (Mac) or **ENTER** (Windows). The new score appears on the Scoresheet as the cursor advances to the next field.

How to Delete a Score

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Double-click the score you want to delete. The assignment field appears as an editable text field.
3. Do one of the following:
 - Highlight the score and press **DELETE**.
 - Press **SHIFT+click** (Mac) or **ALT+click** (Windows) and select **Clear Score**.
4. Press **TAB**, **RETURN** (Mac) or **ENTER** (Windows). The score no longer appears on the Scoresheet as the cursor advances to the next field.

Score Inspector

The Score Inspector provides an alternative way of entering scores and other information. Once 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 choose to close it.

Open Score Inspector

You can open the Score Inspector from the Gradebook menu bar or directly within the Scoresheet window.

How to Open Score Inspector

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Do one of the following:
 - From the Gradebook menu bar, choose **Tools > Score Inspector**. The Scoresheet Inspector window appears.
 - From any assignment field (or Final Grade field) within the Scoresheet, press **SHIFT+click** (Mac) or **ALT+click** (Windows) and select **Score Inspector**. The Scoresheet Inspector window appears.

View Assignment Details

You can view assignment details on the Score Inspector window.

How to View the Scoresheet

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Open the Score Inspector. The Score Inspector window appears.
3. Click in the assignment column of the student you want to assignment information for. The assignment field appears highlighted in red. The assignment details appear in the Score Inspector window:

Field	Description
Student	The name of the selected student. Note the arrows next to the student name. Click the Next arrow to move to the next student (within the Scoresheet). Click the Previous arrow to move to the previous student (within the Scoresheet).

Field	Description
Assignment	The name of the selected assignment. Note the arrows next to the assignment name. Click the Next arrow to move to the next assignment (within the Scoresheet). Click the Previous arrow to move to the previous assignment (within the Scoresheet).
Score Type	Indicates how the assignment is recorded: Points, Percentage, or Letter Grade.
Collected	Indicates whether an assignment for a student was collected.
Late	Indicates whether an assignment for a student was turned in late.
Exempt	Indicates whether an assignment for a student is exempt.
Score	The score earned by the student for the selected assignment. Entry must match the score type: Points, Percentage, or Letter Grade.
Points	Points earned and points possible based on score entered.
Percent	Percentage based on score entered.
Grade	Letter grade based on score entered.
Comment	Detailed information about the assignment score.

View Final Grade Details

You can view final grade details on the Score Inspector window.

How to View Final Grade Details

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Open the Score Inspector. The Score Inspector window appears
3. Click in the final grade column of the student you want to view final grade information for. The final grade field appears highlighted in red. The final grade details appear in the Score Inspector window:

Field	Description
Student	The name of the selected student. Note the arrows next to the student name. Click the Next arrow to move to the next student (within the Scoresheet). Click the Previous arrow to move to the previous student (within the

Field	Description
	Scoresheet).
Reporting Term	The reporting term for the selected final grade.
Manual Override	Indicates if manual override of a final grade is enabled.
Percent	Percentage based on score entered.
Grade	Letter grade based on score entered.
Points	Points earned and points possible based on score entered.
Comment	Detailed information about the final grade.

Enter Assignment Status

You can enter assignment status using the Score Inspector or directly on the Scoresheet window. For more information, see *Scoresheet*.

How to Mark an Assignment as Collected

Use this procedure to indicate that an assignment for a student has been collected. When marked as collected, a green checkmark appears within the selected student assignment field.

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Open the Score Inspector. The Score Inspector window appears
3. Click in the assignment column of the student you want to enter an assignment status for. The assignment field appears highlighted in red. The assignment details appear in the Score Inspector window.
4. Select the **Collected** checkbox. The assignment status appears on the Scoresheet.
5. Click **Close** to save.

How to Mark an Assignment as Late

Use this procedure indicate that an assignment for a student is late. If marked as late, a red circular "L" appears within the selected student assignment field.

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Open the Score Inspector. The Score Inspector window appears
3. Click in the assignment column of the student you want to enter an assignment status for. The assignment field appears highlighted in red. The assignment details appear in the Score Inspector window.
4. Select the **Late** checkbox. The assignment status appears on the Scoresheet.
5. Click **Close** to save.

How to Mark an Assignment as Exempt

Use this procedure indicate that an assignment for a student is exempt. An exempted assignment will appear one of two ways depending on whether or not a score is entered for the student for the assignments. If no score is entered and the assignment is marked as exempt, an italicized “Ex” appears in the score cell. If a score is entered and the assignment is marked as exempt, the score will be italicized and will be a light grey color.

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Open the Score Inspector. The Score Inspector window appears
3. Click in the assignment column of the student you want to enter an assignment status for. The assignment field appears highlighted in red. The assignment details appear in the Score Inspector window.
4. Select the **Exempt** checkbox. The assignment status appears on the Scoresheet.
5. Click **Close** to save.

Work With Scores

You can enter, edit, or delete scores using the Score Inspector or directly on the Scoresheet window. For more information, see Scoresheet.

How to Enter a Score

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Open the Score Inspector. The Score Inspector window appears.
3. Select the assignment of the student you want to update. The assignment field appears highlighted in red. The assignment details appear in the Score Inspector window.
4. Enter the score in the **Score** field.
5. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
6. Click **Close** to save. The score appears on the Scoresheet.

How to Edit a Score

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Open the Score Inspector. The Score Inspector window appears.
3. Select the assignment of the student you want to update. The assignment field appears highlighted in red. The assignment details appear in the Score Inspector window.
4. Enter the new score in the **Score** field.
5. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
6. Click **Close** to save. The new score appears on the Scoresheet.

How to Delete a Score

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Open the Score Inspector. The Score Inspector window appears.
3. Select the assignment of the student you want to update. The assignment field appears highlighted in red. The assignment details appear in the Score Inspector window.
4. Highlight the score and press **DELETE**.
5. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
6. Click **Close** to save. The score no longer appears on the Scoresheet.

Work With Score Comments

When entering a score comment, you can use plain text, HTML, or a combination of both. Once you enter the score comment, it appears on the Quick Lookup page in PowerSchool. In order for parents and students to view this information on the PowerSchool Parent Portal, you will need to publish it. For more information, see *Publish Assignments*.

How to Add a Score Comment

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Open the Score Inspector. The Score Inspector window appears.
3. Select the assignment of the student you want to update. The assignment field appears highlighted in red. The assignment details appear in the Score Inspector window.
4. Enter the score text in the **Comment** field.
5. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
6. Click **Close** to save. A blue circular “C” appears within the selected student assignment field.

How to Edit a Score Comment

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Open the Score Inspector. The Score Inspector window appears.
3. Select the assignment of the student you want to update. The assignment field appears highlighted in red. The assignment details appear in the Score Inspector window.
4. Edit the score text in the **Comment** field.
5. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
6. Click **Close** to save. A blue circular “C” appears within the selected student assignment field.

How to Delete a Score Comment

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Open the Score Inspector. The Score Inspector window appears.
3. Select the assignment of the student you want to update. The assignment field appears highlighted in red. The assignment details appear in the Score Inspector window.
4. Highlight the comment text in the **Comment** field and press **DELETE**.
5. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
6. Click **Close** to save. The blue circular “C” no longer appears within the selected student assignment field.

Work With Final Grade Comments

When entering a final grade comment, you can use plain text, HTML, or a combination of both. Once you enter the final grade, it appears on the Quick Lookup page in PowerSchool. In order for parents and students to view this information on the PowerSchool Parent Portal, you will need to publish it. For more information, see *Publish Assignments*.

How to Add a Final Grade Comment

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Open the Score Inspector. The Score Inspector window appears.
3. Select the final grade of the student you want to update. The final grade field appears highlighted in red. The final grade details appear in the Score Inspector window.
4. Enter the final grade text in the **Comment** field.
5. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
6. Click **Close** to save. A blue circular “C” appears within the selected student final grade field.

How to Edit a Final Grade Comment

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Open the Score Inspector. The Score Inspector window appears.
3. Select the final grade of the student you want to update. The final grade field appears highlighted in red. The final grade details appear in the Score Inspector window.
4. Edit the final grade text in the **Comment** field.
5. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
6. Click **Close** to save. A blue circular “C” appears within the selected student assignment field.

How to Delete a Final Grade Comment

1. Select a class from the Classes pane. The class Scoresheet appears.
2. Open the Score Inspector. The Score Inspector window appears.
3. Select the final grade of the student you want to update. The final grade field appears highlighted in red. The final grade details appear in the Score Inspector window.
4. Highlight the comment text in the **Comment** field and press **DELETE**.
5. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
6. Click **Close** to save. The blue circular “C” no longer appears within the selected student assignment field.

Reports

The Gradebook contains a selection of reports to assist you in daily classroom activities, as well as with assessing student performance.

Attendance Grid

The Attendance Grid report lists all students and provides an area to take attendance quickly and easily.

How to Run the Attendance Grid Report

1. Click the **Reports** tab. The Reports window appears.
2. Click **Attendance Grid**. The Attendance Grid window appears.
3. Use the following table to enter information in the fields:

Field	Description
Output Type	Select the option indicating the format in which you want to receive the report: <ul style="list-style-type: none"> • PDF • HTML • Export
Sections	Select the option indicating the sections for which you want to run the report: <ul style="list-style-type: none"> • Selected Class • Active Class
Students	Select the option indicating the students for which you want to run the report: <ul style="list-style-type: none"> • Enrolled Students • Selected Student Group(s)
Current Week	Select this checkbox to run the report for the current week. Note the Start Date and End Date fields become populated with this week's date range.
Start Date	To run the report for a date range other than this week, enter the start date for the date range using the format mm/dd/yyyy.
End Date	To run the report for a date range other than this week, enter the end date for the date range using the format mm/dd/yyyy.

4. Click **Run Report**. The Save dialog appears.
5. Enter a file name for the report and the location where you want to save the report.
6. Click **Save**.
7. To view the report, navigate to where the report was saved and open it.

Individual Student Report

The Individual Student report provides assignment scores and final grade information for one student at a time.

How to Run the Individual Student Report

1. Click the **Reports** tab. The Reports window appears.
2. Click **Individual Student Report**. The Individual Student Report window appears.
3. Use the following table to enter information in the fields:

Field	Description
Output Type	Select the option indicating the format in which you want to receive the report: <ul style="list-style-type: none"> • PDF • HTML • Export
Sections	Select the option indicating the sections for which you want to run the report: <ul style="list-style-type: none"> • Selected Class • Active Class
Students	Select the option indicating the students for which you want to run the report: <ul style="list-style-type: none"> • Enrolled Students • Selected Student Group(s)
Start Date	Enter the start date for the date range using the format mm/dd/yyyy.
End Date	Enter the end date for the date range using the format mm/dd/yyyy.

4. Click **Run Report**. The Save dialog appears.
5. Enter a file name for the report and the location where you want to save the report.
6. Click **Save**.

- To view the report, navigate to where the report was saved and open it.

Missing Assignment Report

The Missing Assignments report displays which students lack which assignments.

How to Run the Missing Assignment Report

- Click the **Reports** tab. The Reports window appears.
- Click **Missing Assignment**. The Missing Assignment window appears.
- Use the following table to enter information in the fields:

Field	Description
Output Type	Select the option indicating the format in which you want to receive the report: <ul style="list-style-type: none"> • PDF • HTML • Export
Report Layout	Select the option indicating how the missing assignments should appear on the report: <ul style="list-style-type: none"> • By Student • By Assignment
Sections	Select the option indicating the sections for which you want to run the report: <ul style="list-style-type: none"> • Selected Class • Active Class
Students	Select the option indicating the students for which you want to run the report: <ul style="list-style-type: none"> • Enrolled Students • Selected Student Group(s)
Start Date	Enter the start date for the date range using the format mm/dd/yyyy.
End Date	Enter the end date for the date range using the format mm/dd/yyyy.

- Click **Run Report**. The Save dialog appears.
- Enter a file name for the report and the location where you want to save the report.
- Click **Save**.

7. To view the report, navigate to where the report was saved and open it.

Spreadsheet Report – Coming Soon!

The Spreadsheet report helps you create a spreadsheet-style report of all assignments, assignment categories, grades, and other class information.

How to Run the Spreadsheet Report

1. Click the **Reports** tab. The Reports window appears.
2. Click **Spreadsheet**. The Spreadsheet window appears.
3. Click **Run Report**. The Save dialog appears.
4. Enter a file name for the report and the location where you want to save the report.
5. Click **Save**.
6. To view the report, navigate to where the report was saved and open it.

Student Roster – Coming Soon!

The Student Roster report creates class rosters using the parameters you define. You can choose the information to include on the roster.

How to Run the Student Roster

1. Click the **Reports** tab. The Reports window appears.
2. Click **Student Roster**. The Student Roster window appears.
3. Click **Run Report**. The Save dialog appears.
4. Enter a file name for the report and the location where you want to save the report.
5. Click **Save**.
6. To view the report, navigate to where the report was saved and open it.

Quit Gradebook

When you are finished working in Web Gradebook, it is important to quit the application, which you can do from any window in the application. Additionally, when you are finished working in PowerSchool Teacher, it is important to log out, which you can do from any page in the system.

How to Quit Web Gradebook

1. From the Gradebook menu bar, choose **File > Save**.
2. From the Gradebook menu bar, choose **Gradebook > Quit Gradebook**.
3. If the Gradebook is in the middle of saving information, a window appears notifying you that changes are being saved. Please wait while the Gradebook finishes saving changes.

How to Log Out of PowerSchool Teacher

1. Click **Logout** in the navigation bar. The Log On page appears. You must enter your username and password again to redisplay the PowerSchool Teacher start page.

Frequently Asked Questions

Can some teachers be on the Web Gradebook and others continue to use PowerGrade?

Yes. We recognized the possible need for this usage. Therefore, the Gradebook type is selectable by teacher.

Can a teacher use both PowerGrade AND Web Gradebook at the same time?

No. If PowerGrade is the selected Gradebook for a teacher, the Web Gradebook cannot be launched from PowerTeacher. If Web Gradebook is selected, any data that a teacher tries to send from PowerGrade is blocked from being processed by PowerSchool server.

Is Gradebook type a school-by-school setting or teacher-by-teacher?

The Gradebook type selection can be set on a teacher-by-teacher basis. You can switch multiple teachers at once. For more information, see *How to Enable for a Selection of Teachers* in the *Web Gradebook Installation Guide*.

What happens if a teacher starts a term using PowerGrade and then switches to Web Gradebook after assignments and scores have been entered for enrolled students?

For Web Gradebook BETA, data from PowerGrade is NOT migrated to Web Gradebook. When a teacher begins work in Web Gradebook, it will appear as if no assignments/scores have been created for a section. This will be a future enhancement.