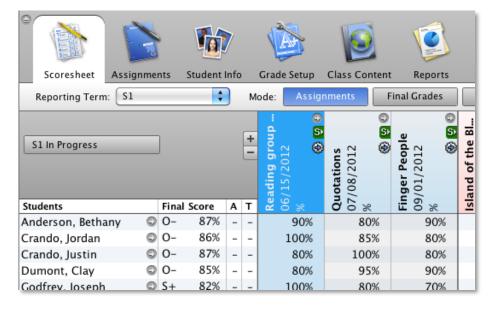# PowerTeacher Gradebook Standards Quick Reference Card

PowerTeacher Gradebook Standards

Using this Quick Reference Card

All actions in this document are performed in PowerTeacher Gradebook. Teachers should be familiar with the use of PowerTeacher and the steps required to launch PowerTeacher Gradebook.
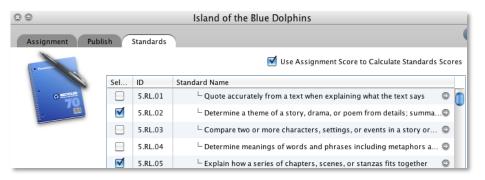

Scoresheet Assignments Mode Operations

Attaching a Standard to an Assignment

In the gradebook, you can associate School standards with assignments. Standards are specific to a course and help you analyze student progress on assignments and assessments. Begin on a chosen class Scoresheet, and make sure you are viewing the Assignments mode:

1. Find the assignment to which you want to attach a standard

2. Double-click the Assignment header

3. Click the Standards tab

4. To attach a standard, check the standard

    To view the Standard Details, click the arrow to the far right. Observe the standard identifier, description, and grade scale.

5. If you want the score entered for the assignment to calculate the standard score, check **Use Assignment Score to Calculate Standards Scores**

    Enable the auto-calculate and new assignment default setting in the gradebook preferences.
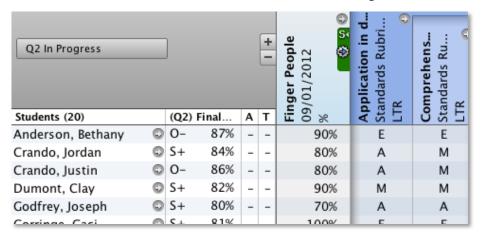
6. Click **Save**

7. Close the Assignment Details pane

    Notice the Standard symbol "S" in the assignment header. This indicates you attached a standard, and you can open the standards drawer. If the S has a gray background, you are still scoring those standards. If the S has a green background, you have completed scoring those standards. The gear icon with an arrow indicates that assignment scores are calculating the standard scores.
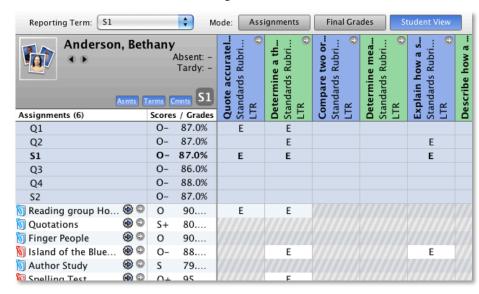
Using the Standards Drawer

Click the "S" icon to open the standards drawer and display the standards that you attached to that assignment. Attached standards are listed to the right of the assignment header in hierarchical order. The titles of standards headers match the attached standards listed in the Assignment Details Standard pane. Standard levels are indicated by color. Top-level standards alternate between green and blue column headings. Subsequent standards use a different shade of the column heading color.

Student View Mode: Specific Student Scores

Use Student View mode to work with a single student to review all standards scores across all assignments.

Starting from the Scoresheet:

1. Click **Student View**

2. In the Student Groups section on the left, open the Active group

3. Select a student's name

    All standards associated with this course are displayed to the right of the assignments list in hierarchical order from left to right. Standard headers that contain a gear icon with an arrow indicate that lower level standard scores are calculating that higher-level standard score. Final Score summaries and calculations are listed below the assignment section.

4. If you attached standards to an assignment, you can enter individual scores for those standards

   Cells with gray diagonal lines mean the standard isn't associated to the assignment.

5. Open the Assignment Details page for an assignment by clicking the gray arrow to the right of the assignment name

6. For Standards, check or clear the desired standard

7. Click **Save** if you made changes

8. Close the Assignment Details page

To use the Score Attributes window/Score Inspector:

1. Right-click the desired cell

2. Select the desired grade attribute (such as, Collected, Late, Exempt, or Missing)

3. Click **Save** to preserve the new attribute

   Exempted scores are not calculated in the Final Scores section, and collected can only be marked in a cell without a score.

4. Right-click another cell, and select **Grades**

5. Choose the desired grade, and click **Save**

6. If one standard is attached to multiple assignments, right-click a score cell, and select **Fill Scores**

7. Choose whether to replace cells with no score or to replace all previously entered scores

8. In the score section, check the Score value

9. Open the score menu, and select the desired score

10. Click **OK** > **Save**

11. To use the Score Inspector, select the desired cell to change

12. From the Tools menu, select **Score Inspector**

   The Score Inspector displays the same information as the Score Attributes window with the exception of Fill Scores.

Attaching a Standard to an Assignment

In Student View mode, cells with grayed diagonal lines indicate that a standard was not attached to the corresponding assignment. To attach a standard while in Student View mode:

1. Find the desired assignment, and click the arrow to the right of the assignment name

2. Click **Standards**

3. Check the desired standard

4. Click **Save**

5. In the upper-right corner of the Assignment Details page, click **X**

6. The previously inaccessible cell is empty now and ready for entering a new score

   If you enter an assignment score already and auto-calculation is enabled, then choose to update the standard score automatically.

Displaying Information in Student View Mode

To adjust the display of assignments, scores, and standards comments while in Student View mode:

1. Above the student list, click **Asmts** to display assignments in the term that do not have standards attached

2. Click **Terms** to list all terms with their final grades, percentages, and standards grades

3. Click **Cmnts** to display Standards comment columns next to their associated standard

4. Below the list of assignments in the Final Score row, double-click or right-click the cell in the standard comment column to access the Standard Comment Inspector

5. Enter or select the comment

   Also, identify your favorite comments by clicking in the Favorite column. Then, sort comments using the Favorite column to save you from having to search through the comment bank.

6. Click **Close** > **Save**

7. In the Final Score row, hover the cursor over the comment icon to show the saved comment

Filtering by Categories

Use category filtering to reduce the number of assignments shown while in Student View mode.

1. In the Categories section, open the filter menu and select **Filter Selected**

2. Select a single category, or Ctrl-click (Windows) / Command-click (Mac) to select additional categories

   The information in the Assignments section and the Final Scores section are updated to reflect the selected categories.

3. From the filter menu, select **Filter Off**

Determining Final Grades

The Final Scores section of the Student View mode page displays scores according to calculations established in the gradebook Preferences. To change the default calculations:

1. From the Tools menu (Windows) or the PowerTeacher Gradebook menu (Mac), select **Preferences**

2. Click **Standards**

3. Verify that "Display Standards and Other Measures in Final Grade Mode" is checked

4. From the Default Standard Final Grade menu, select the desired calculation such as **Most Recent**

   The Most Recent calculation uses a selected number of recent assignments to average a final score.

5. To change the Most Recent calculation, click **Edit**

6. Choose how many recent scores to use in the calculation

   The weighting chart adapts to display the corresponding calculation percentages.

7. Click **OK** > **OK** to save the changes

Entering a Final Grade Manually

1. On the Scoresheet, click **Student View**

2. In the Final Score row, double-click the cell that holds the standard score

3. Enter the new score

4. Click **Save**

   Modified final scores display a brown triangle in the upper left of the cell and a red exclamation point. Once altered,

the final score will not update when you change an assignment standard score.

5. To see the original final score, hover the cursor over the final score
6. To reset the Final Score, right-click the cell and select **Revert to Calculated Grade**
7. Click **Save**

Using Final Grades Mode

Students are shown individually with their standard scores in Student View mode. To view standard scores for all the students in class, use Final Grades mode. On the Scoresheet in Student View mode:

1. Click **Final Grades**

   Standard scores that are black indicate they were manually entered, while scores that are brown indicate they were calculated.
2. Enter, edit, and fill standard grades
3. In the student's cell under the comments column, double-click or right-click to access the Comment Inspector
4. To fill comments, right-click in the cell
5. Choose whether to fill empty cells only or replace all previous entries in that column
6. Enter or select the comments
7. Click **OK** > **Save**

Standards Reports

The Standards Report lists a student's final grades and assignment scores for standards in a specific reporting term. Use the Standards Report to show a student's progress on standards aligned to assignments, as well as his or her final grades aligned to standards. To generate reports using the standards grades:

1. Click the Reports tab
2. Double-click **Standards Report**
3. Select to display the report as a class spreadsheet or by student

   If displaying by student, include assignment scores or final grades.
4. Select to print for all enrolled students or selected groups and/or students
5. If printing for a group, in the Student Groups section on the left, select the students you want to include in the report
6. Select to print the student name or student number
7. Select to include the standard name or standard number, citizenship, or overall section grade
8. Select the reporting term
9. Click the Layout tab
10. Enter a report title
11. Check include for either/both top note and bottom note to enter relevant information
12. Click **Run Report**
13. Select to either open or save the report
14. Click **OK**

    A PDF report displays or saves according to your selection.