

Elementary Gradebook Quick Reference Card

Gradebook Quick Reference

Quick Entry Tips

Select **Quick Entry Tips** on the PowerTeacher gradebook **Help** menu to view shortcuts.

Creating Categories

1. On the gradebook menu bar, choose **Tools > Categories**.
2. Click the **Plus (+)** button in the lower left corner of the window. Enter information.
3. Click **Close**.

Add Assignments

1. Select a class, then click the **Assignments** or **Scoresheet** tab.
2. Click the **Plus (+)** button. Enter information.
3. Click **Save**.

Change Publishing Assignments

1. Select a class, then click the **Assignments** or **Scoresheet** tab.
2. Select the assignment you want to publish, then click the **Publish** tab.
3. From the **Publish Assignment** pop-up menu, choose when to publish.
4. If you selected **On Specific Date**, enter the date the assignment should appear in the **Date On** field.
5. 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.
6. Click **Save**.

Set Final Grade Preferences

1. On the gradebook menu bar, choose **Gradebook > Preferences**.
2. Select the appropriate **When calculating a grade the value should be** option.
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**.

Define Final Grade Calculation

1. Select a class, then click the **Grades Setup** tab.
2. Click the name of the reporting term for which you want to set up final grade calculation.
3. Select the appropriate for **Calculate Final Grade Using** option.
4. Click **Save**.

Filter a Scoresheet

1. Select a class, then click the **Scoresheet** tab.
2. Choose one or more of the following filters:
 - **Filter By Reporting Term**
 - **Filter By Category**
 - **Filter By Students**

Open the Score Inspector

1. Select a class from the Classes pane, then click the **Scoresheet** tab.
2. From any assignment field (or Final Grade field) within the Scoresheet, press **COMMAND+click** (Mac) or **right-click** (Windows) and select **Score Inspector**.

Enter a Score

1. Select a class, then click the **Scoresheet** tab. Or, open the **Score Inspector**.
2. Click the assignment column of the student for whom you want to enter a score.
3. Enter the score using one of the following:
 - On the **Scoresheet** window, press **ENTER** or **RETURN**. Click **Save**.
 - On the **Score Inspector** window, use the **Previous** and **Next** arrows to repeat for each student, then click **Close**.

Mark Assignments

1. Select a class, then click the **Scoresheet** tab. Or, open the **Score Inspector**.
2. Click in the assignment column of the student for whom you want to enter an assignment status:
 - On the **Scoresheet** window, press **COMMAND+click** (Mac) or **right-click** (Windows) and select **Collected**, **Late**, **Exempt**, or **Missing**. Click **Save**.
 - On the **Score Inspector** window, select **Collected**, **Late**, **Exempt**, or **Missing** checkbox. Click **Close** to save.

Add a Score Comment

1. Open the **Score Inspector** and select the assignment of the student you want to update.
2. Manually enter score comments in the **Comment** field and/or click **Comment Bank** to select one or more predefined comments.
3. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
4. Click **Close** to save.

Add a Final Grade Comment

1. Make sure you are in the PGSH class in order for this to print on the report card.
2. Make sure you are in the correct term. You must use Q1, Q2, Q3, or Q4 - don't use S1 or S2.
3. Open the **Score Inspector** and select the final grade of the student you want to update.
4. Manually enter final grade comments in the **Comment** field and/or click **Comment Bank** to select one or more predefined comments. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
5. Click **Close** to save.

Manually Override Final Grades

1. Select a class from the Classes pane, then click the **Scoresheet** tab.
2. Choose a term from the **Filter By Reporting Term** pop-up menu.
3. Open the **Score Inspector** and select the final grade of the student you want to update. The final grade field appears highlighted.
4. Select the **Manual Override** checkbox. Enter the new grade in the appropriate field, and enter any comments in the **Comment** field, if applicable. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
5. Click **Close** to save.

Reports

The following reports are available on the gradebook Reports tab: **Attendance Grid Category Total, Final Grade a Comment Verification, Individual Student Report, Missing Assignment, Scoresheet, Student Multi-Section, and Student Roster.**

Standards – Fill Final Grades

Use the Fill Scores command on the standard column on the Scoresheet Final Grades window to quickly and easily enter the same standard or final grade for all students or for only those with unrecorded scores.

How to Fill Final Scores

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The Scoresheet window appears.
3. Click **Final Grades** mode.
4. Right-click on the **Final Grade** column header and select **Fill Scores**. The **Fill Final Scores dialog** appears.
5. Indicate whether you want to only fill empty scores or replace all scores by selecting one of the following options:
 - * **Students with No Grade**
 - * **Replace Manually Overridden Grades**
 - * **Replace All**
6. Enter a grade value.
7. Click **OK**.

How to Quick Fill

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The Scoresheet window appears.
3. Click **Final Grades** mode.
4. Right-click on **Final Grade** column header and slide to **Quick Fill** then on the additional bar that appears, choose the score to fill all.
5. Manually change those that need a different score.