

# PowerTeacher Gradebook: Analysis and Reporting

## Quick Reference Card

### PowerTeacher Gradebook: Analysis and Reporting

#### The Scoresheet

Use the Scoresheet to create and score assignments, and view or edit final grades. The Scoresheet is divided into three modes: Assignments, Final Grades, and Student View. Regardless of the mode you choose, the left section of the pane displays the status of the term, the names of the students in the selected class, and the students' current final grades.

#### Assignments Mode

1. On the Scoresheet, click the Assignments mode
2. To the left of the assignment headings, click the + sign to add a new assignment
3. In the lower pane, enter the assignment details and click **Save**
4. To delete an assignment, select the assignment you want to remove, and to the left of the assignment headings click the - sign
5. Click **Yes**
6. To score an assignment, click a student's score cell and enter a score manually, fill scores, or use the Score Inspector

When you change a score for an assignment, the new score immediately affects the Final Grade for that student.

7. To view mean, median, and mode values for each of the assignments, click **Summary**
  - The mean is the mathematical average of the scores

- The median represents the middle of all values: one-half of the scores will be above this number and one-half will be below
- The mode indicates the most common, or frequent, value

Use these values as indicators of how well students perform on assignments. If any of the values are unexpectedly low, it may mean that students need additional practice on the skills and concepts you're assessing, or you need to revise the assignment.

#### Final Grades Mode

1. On the Scoresheet, click the Final Grades mode
2. Enter final grades for additional academic measures such as Citizenship or Standards
3. View all of the category totals for each student and change the format of the totals

For example, to view letter grades for each category, right-click on the Category heading and select **Letter Grade** from the menu.

4. Below the student names, click **Summary** to view a summary of statistical information about the final grades your students have earned in each category or standard

#### Student View Mode

1. On the Scoresheet, click the Student View mode
2. View specific information for each student individually
3. Above the student names, click **Asmts** to see all the assignment grades for the selected student

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4. Click **Terms** to see all the term final grades for the selected student
5. Click **Cmnts** to show the standards-based Comment columns for the selected student
6. Click each of the Student View options a second time to hide the information

## Scoresheet Filters

By default the Scoresheet displays all of the assignments you have created, listed chronologically by their due dates from right to left. Filter the Scoresheet to focus on one student's assignments, assignments within a reporting period or time frame, or assignments within a category.

To filter assignments by a reporting term or smaller unit of time:

1. Above the student names, open the Reporting Term menu
2. Select a reporting term, such as **Q1**, or select a smaller unit of time, such as **Last Week**

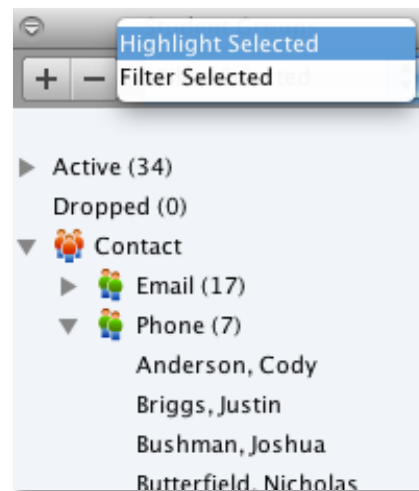
To filter assignments by category:

1. Using the filter menu in the Categories pane, choose **Filter Selected**
2. Select a single category, such as **Quiz**, to show only the assignments in that category  
Select more than one category by holding down the Control key on a PC, or the Command key on a Mac, and selecting each category.
3. View individual student scores in these categories
4. Click **Summary** to view the summary of statistics for the selected categories

## Student Groups

Group students together to increase your ability to adapt instruction to the students' needs. You are not limited to grouping based on academics alone; the example below shows a grouping based on parents' preferred contact methods.

1. From the Classes pane, select a class
2. In the Student Groups pane, click the **+** sign and choose **Add Group Set**
3. Enter a name for the Group Set, such as **contact**, and click **OK**
4. Right-click on a PC, or Control-click on a Mac, **Group 1** and select **Edit**
5. Enter a name, such as **Email**, and click **OK**
6. Click the **+** sign again and select **Add Group**
7. Enter a name for your group, such as **Phone**, and click **OK**



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## Add Students to Groups

1. Click the Assignments mode and expand your new group
2. Select a student's name and drag it to a group
3. To add a group of students at one time, Control-click on a PC, or Command-click on a Mac, the student names and drag them into a group
4. To change a student from one group to another, click the arrow to the left of the group name, drag the student's name out of one group, and drop it into a different one

## Filter by Student Groups

To filter the Scoresheet to show one student group only:

1. Select a class
2. In the Student Group pane, choose **Filter Selected**
3. Select a group

To filter the Scoresheet to show one student only:

1. In the Student Group pane, choose **Filter Selected**
2. Open the Active group
3. Select a student

## Mass Fill Scores for Selected Groups

Assign scores to a group at one time using your student groups and Fill Scores. Also, use the category filter to narrow the list of assignments down to a specific category.

1. Select a class
2. In the Student Group pane, choose **Filter Selected**
3. Select a group

4. In the Categories pane, select the category of the assignment you want to score, such as **Homework**
5. Right-click or Command-click the assignment column, and select **Fill Scores**
6. Using the Fill Assignment Scores window, mark the assignment Collected, Late, Exempt, or Missing for the whole group or enter a group score and a comment
7. Click **OK** to fill scores for the group
8. Click **Save**

## Reports

Use the reports available in the gradebook to provide a paper or electronic copy of information to show the principal, a student, or a parent. Personalize each report by entering a custom title or including a top note, bottom note, and signature line. Several types of reports are available, and you can present them in three output types: PDF, HTML, or Text Export (CSV).

- **Attendance Grid** - Use to mark attendance manually when outside the classroom. Format to print for specific dates or no dates.
- **Category Total Report** - View a summary of category totals for a student or class. Report a specific term or all terms.
- **Final Grade and Comment Verification** - View final grade information for your students. Select to include all final grade information or specific information, like final letter grades.
- **Individual Student Report** - View a summary of class information per student, similar to a progress report. Choose the date range and what grade information to print.
- **Missing Assignment Report** - View a list of students with missing or not yet scored assignments. Select to print the

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student number instead of the name so you can post the list publicly.

- **Scoresheet** - Print a paper copy of grade and assignment data. Choose to print all categories or one category, and select to include final grades and assignments.
- **Standards Report** - View a student's standards final grades and standards assignments scores for a specific reporting term. Organize the report by class or by student.
- **Student Multi-Section Report** - View final grade information for all of a student's sections, not just your class. Specify the grades to include and show dropped classes.
- **Student Roster** - View student demographic information. Select to include a variety of student information and even format a column to keep track of money collected or permission received.

## Run the Individual Student Report

Use the Individual Student Report when you want to print progress reports for one or all of your students. The report prints one page per student.

To run the report for all students:

1. Click the Reports tab
2. Double-click **Individual Student Report**
3. On the Criteria tab, select the report Output Type, such as **PDF**
4. Select **Active Classes** to include students in all of your sections
5. For Order By, choose **Section, Student** to sort the report by section and then alphabetically by students' last names
6. For Students, choose **All Enrolled** to print the report for all currently enrolled students

7. For the Student Field criteria, select **Student Name** to specify how you want to list the student on the report
8. For Abbreviate, check which items to abbreviate
9. Use the Include options to specify the information you want to include on the report: Final Grades, Assignments, Comments, and Categories
10. Choose a date range

To enter a date range manually, select **Manual** and enter dates in the Start Date and End Date menus.

11. Click the Layout tab
12. Enter a title, such as **Q1 Progress Report**, in the Report Title field
13. To ensure that only one student's information appears per page, check **On Sections** and **On Students** for the Page Breaks options
14. To include a note at the top, check **include** for Top Note
15. In the text field, enter the note and check **bold** if you want the text to be in bold font
16. To include a note at the bottom of the report, check **include** for Bottom Note
17. In the text field, enter the note and check **bold** if you want the text to be in bold font
18. Check **include** for Signature Line to insert a place to sign the report
19. Click **Run Report**
20. To view the report, select **Open Report** and **OK**

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Q1 Progress Report				Anderson, Cody			
Class: 3(A) English Survey			Teacher Name: Sheldon Bowe				
Final Grade							
Reporting Term	Letter Grade	Percentage	Final Grade Comment				
Q1							
Q2	B	95%					
S1	B	92%					
Q3	B	90%					
Q4	A	98%					
S2	B	94%					
Assignment Scores							
Date	Category	Assignment	Score	Pts. Poss	%	Grade	Score Comment
09/09/2012	HW	CH 5 reading	36	40	90	B	
Category Summary							
Category	# of Asmts	Total Points Earned	Total Points Possible	Percentage	Letter Grade		
Homework	1	36	40	90%	B		

## View Options

Use zoom controls to change how you view the information on the gradebook window.

To increase the size of the text on the Scoresheet:

1. From the View menu, select **Zoom**
2. Select **Increase** or a percentage, such as **200%**, or press **Ctrl + Shift + =** on your keyboard

To decrease the size of the text on the Scoresheet:

1. From the **View** menu, select **Zoom**
2. Select **Decrease** or a percentage, such as **80%**, or press **Ctrl + Shift + -** on your keyboard

## Moving Panes

Move panes when you want to hide certain PowerTeacher Gradebook window panes, or when you want to expand the visible area of a pane.

- Use the arrows at the top of a pane to expand or collapse the pane; for example, if you want to see more of the Scoresheet, close the Tabs pane
- To resize the height of panes, click the gray horizontal separation bar in the pane and drag it up or down to change its position
- To resize the width of a pane, click the pane's vertical separation line and drag the line to the left or right to change its position

## New Window

When you want to view or work with more than one class at a time, open a new gradebook window.

1. To open a new window, open the Window menu and select **New Window**
2. To view a different class, in the Classes pane, select the class
3. Move the new window to do a side-by-side comparison of students' scores
4. Enter new scores or navigate to a different gradebook page
5. Close the window as you would close any other web page

When you close the new window, the original window remains open; your session is not terminated.

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## Scoresheet Quick Entry Keys

On the Scoresheet, enter score indicators manually, fill score indicators, or use the Score Inspector to enter indicators. In addition to those score entry methods, use the Quick Entry Keys to mark assignments as Collected, Late, Exempt, or Missing.

To mark an assignment as Collected:

- Enter **co1** in a student's score cell and press **Enter**
- Enter a period (.) in the score cell and press **Enter**
- Right-click in the score cell and select **Collected** from the menu

To mark an assignment Late:

- Enter **lt** in a student's score cell and press **Enter**
- Enter an asterisk (\*) in the score cell and press **Enter**
- Right-click in the score cell and select **Late** from the menu

To mark an assignment Exempt:

- Enter **ex** in a student's score cell and press **Enter**
- Right-click in the score cell and select **Exempt** from the menu

To mark an assignment Missing:

- Enter **mi** in a student's score cell and press **Enter**
- Enter a forward slash (/) in the score cell and press **Enter**
- Right-click in the score cell and select **Missing** from the menu

## Gradebook Preferences

Use the Preferences window to indicate how you want grades to be calculated, stored, and displayed. Also, choose how to distinguish your different sections, format your Spell Check, create personal comments and score codes, and set up standard-based calculations.

1. Open the Tools menu for a PC, or the PowerTeacher Gradebook menu for a Mac, and select **Preferences**
2. Use the Comment Bank tab to create personal comments
3. On the Grading tab, format the grading options that meet your preferences or your school's policies
  - Rounded option - a grade of 89.75% would be rounded to 90%
  - Truncated option - the same grade would be calculated as 89%
  - Choose to store grades with up to 5 decimal places
  - Choose to display final grades with letter grade, percent, or points earned

If you clear all of the check boxes, the Final Grade column will be blank.

  - Choose to display absences and tardies
  - Choose to display assignment grades with letter grade and percent
4. Use the Mail tab to enter an email signature
5. Use the Score Codes tab to enter codes specific to your gradebook
6. Use the Section tab to identify your sections by period day or section number, list your classes by the course name or a custom name, and sort your courses by Period/Day, Section Number, or Course Name

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7. Use the Spell Check tab to enable Spell Check and manage your dictionary
8. Use the Standards tab to display standards in Final Grades mode, enable standard-based grading with assignments, and format auto-calculations
9. Use the Student tab to format how students appear on your scoresheet
10. When you are finished, click **OK**

## Add Content Groups and Web Links

The Content modes contain links to websites and information on the web. Your PowerTeacher administrator provides the information you find in School Content. You can add online resources you'd like to use in My Content. If you plan to gather several links, consider creating groups of links as well as content groups. Then select a group for the link you are adding.

To create a content group in My Content mode:

1. Click the Class Content tab, and then click **My Content**
2. Click **Content Groups**
3. On the Content Groups window, click the **+** sign
4. Enter a name for the group
5. Select a color for the group
6. Enter a description of the type of content included in the group
7. Click **Close**

To add a link to an Internet site:

1. Click the **+** sign
2. Enter the name and address of the website
3. Choose a type for the content ("Web Site" is the default content type)

To link to a document that resides on your district server, select PDF or Word Doc to match.

4. If applicable, select a content group
5. Enter a description
6. Click **Save**

The links and link groups will appear on the My Content page.

My...	Name	Group	Type	Address
1	Teacher Planet	Teacher Help	Web Site	<a href="http://www.teacherplanet.com">http://www.teacherplanet.com</a>
2	The KidsKnowIt Network	Student Help	Web Site	<a href="http://www.kidsknowit.com">http://www.kidsknowit.com</a>
3	ABC Teach	Teacher Help	Web Site	<a href="http://abcteach.com">http://abcteach.com</a>
4	State and Capitals	Student Help	Web Site	<a href="http://www.50states.com">http://www.50states.com</a>
5	Online Spelling Program	Student Help	Web Site	<a href="http://www.spellingcity.com">http://www.spellingcity.com</a>

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## Import and Export Scores

PowerTeacher Gradebook provides the tools for exporting Scoresheet information for a single assignment from the gradebook into a comma-separated values (csv) text file using the PowerTeacher Score Template. Then you can use the file to record assignment scores offline. Once you finish recording assignment scores, import the updated information back into PowerTeacher Gradebook.

To export scores:

1. Select a class and click **Scoresheet**
2. Right-click or control-click the assignment heading of the assignment that you're going to export and select **Export Scores Template**
3. If you've already recorded some scores, click **Yes** to include them in the export
4. On the Save Scores File prompt, verify that the Save As field populates with the name of the assignment followed by `_pst.csv` (add `.csv` if necessary)

Although it is recommended that you leave the default setting, you may enter a different file name for the Scores template.

5. Choose the location where you want to save the Scores template

Desktop is the default location.

6. Click **Save**
7. Open the template using a spreadsheet application
8. Enter scores for each student in the Points, Percentage, or Letter Grade column and save the file

To import scores:

1. Right-click the assignment heading you want to import scores for, and select **Import Scores**
2. Select the import file and click **Open**
3. On the Import Scores window, select the Advanced tab
4. Select the format of the file

If you exported a Scores template, rather than creating your own CSV or Text file, select **PowerTeacher Score Template**.

5. Use the default values for the other import fields
6. Select to keep the existing scores in the gradebook or overwrite the existing scores
7. Review the scores that will be imported, and click **Import**

The scores will now transfer correctly into the assignment and student score cells.

8. Click **Save**