

Using PowerTeacher Pro

PowerSchool's new gradebook, PowerTeacher Pro, includes robust functionality for managing the classroom, including advanced features for both standards-based and traditional grading. Teachers use the mobile-friendly gradebook to get their work done quickly and to analyze student performance.

In this course, learn how to use the gradebook to:

- Create assignment categories
- Create assignments
- Score assignments and work with grades
- Assess student and class performance
- Run PowerTeacher Pro Reports

Getting Started

The gradebook is ready to go the first day of school. You don't have a lengthy setup because its default settings work for most teachers, at least to start. You may want to format certain items, but the default settings make the gradebook fully functional out of the box. Additionally, your school or district leaders may set up grading preferences for you to provide grading consistency between teachers and schools throughout the district.

Teachers navigate to the HTML-based gradebook directly through the teacher portal. There's no need to launch a separate application to access the gradebook. The first time you navigate to the gradebook, you'll see a welcome message that introduces some of the features.

Activity 1 – Sign in to the Gradebook

Sign in to the teacher portal, access the gradebook, and explore its features.

1. Enter the URL of the PowerSchool server followed by **/teachers**
2. Enter your assigned username and password
3. Click **Sign In**
4. On the Start Page, click **PowerTeacher Pro**
5. Read the welcome message and click **Close**

To view the message again, click the Help icon and select **Getting Started**.

6. Explore the gradebook features

As you explore, be sure to practice switching classes and terms. Use the menu at the top of the gradebook window to switch classes. Use the menu in the upper-right corner of the gradebook window to switch terms.

Setting Up PowerTeacher Pro

Although you can start using PowerTeacher Pro without setting anything up, you may want to add descriptions of your classes and configure how information appears in your gradebook.

Viewing and Adding Class Descriptions

The gradebook includes view-only details about each class you teach, such as the course name, course number, section number, period, term, start date, end date, and associated grade scale. Add more details about the class, such as a description or the syllabus, that will be visible in the PowerSchool Student and Parent Portals, and in PowerSchool Mobile.

Activity 2 – Add a Class Description

1. At the top of the gradebook window, select a class
2. In the upper-right corner, select the term in which the class meets, if different from the current term
3. Click **Class**
4. Select **Descriptions**

The details pane for the selected class opens.

5. Enter the class description, syllabus, or other details in the Description field
6. Click the arrow to the left of another class name to open the details pane and add a description
7. Click **Save**

Setting Up Display Preferences

Customize the display settings to control how class names appear in your gradebook—by period and day, by section number, or alphabetically. Additionally, define whether or not to show standards and traditional grades.

Activity 3 – Set Up Display Preferences

1. Click **Settings**
2. Select **Display**
3. Open the "Display and Sorting" menu and select an option, such as **Section Number (sort by Course Name)**, to change the way class names appear
4. Check **Show Standards Pages and Links** to use the standards grading features in the gradebook
5. Check **Show Standards on Assignments** to show standards aligned to assignments in the gradebook
6. To change the sort order of the Traditional and Standards navigation links in the Grading menu and Quick Menu, open the Navigation Links Sort Order menu and choose **Standards, Traditional**

The default setting is Traditional, Standards.

7. Check **Show Traditional Grade on Pages** to display traditional grades in the gradebook
8. Under Student Names, use the Display menu to define how students' names will appear in the gradebook, such as by first, then last name
9. Use the "Sort Students by" menu to choose how to sort the lists of students, such as by first name
10. To view new students' names at the bottom of class lists, check **Add newly enrolled students to the bottom**
11. To conceal the names of pre-registered students from class lists, check **Hide pre-registered students**
12. Click **Save**

Working with Assignments

Before you begin creating assignments, it's recommended that you create categories so you can group assignments by type. Then, set up assignments in the gradebook, choose whether or not to include them in the final grade, and tie them to standards. Your district leaders may also set up assignment categories at the district level for you and other teachers to use.

Creating Categories

Categories are broad classifications in which you group similar types of assignments. Examples of categories are homework, tests, and quizzes.

When you set up a category, the assignments in that category are included in the final grade calculation by default. When you clear the "Count in Final Grade" check box for the category or an individual assignment, the scores will not count in the final grade. For example, you may want to keep track of pretest scores. Create an assignment for each task, but do not include the assignment scores in the final grade calculation.

Make a category available to one, some, or all of your classes. For example, if you teach two lab sections, you can create a category for lab work assignments and make the category available for use in only those two sections. When you create assignments for other classes, you will not see the lab work category in the list of available categories.

Your district leaders may also create categories for teachers to use. You cannot delete district-created categories, but if school policy dictates that you use your own categories or if you do not want to use district-created categories, you can make them inactive.

Also, use the categories to see how students are performing in one area. Click **Grading** and select **Category Totals** to view students' final grades data, aggregated by category.

Using Score Types

Choose from four different score types in the gradebook—points, percent, grade scale, or collected only. It's possible to use one score type for one category and a different type for another, but it's best to choose one method and use it consistently when scoring assignments so that your analysis of student performance is easier. When assigning specific score types to a category or assignment, choose from the following scoring options:

- Points – Record all scores as points

- Examples: 25 out of 25, 8 out of 10, 50 out of 100
- Percent – Record all scores as percentage values
 - Examples: 100%, 80%, 50%
- Grade Scale – Record all scores as values from the grade scale
 - Examples: A, B, F or 4, 3, 1
- Collected Only – Record all scores using the collected score indicator
 - Examples: ✓

Once you have set the way scores are to appear in each category, any assignment you create uses that format by default. You can change the default setting when you create individual assignments. Making a decision in advance for categories in general simplifies your gradebook work in the long term.

Activity 4 – Create an Assignment Category

Create a category that you will use to categorize assignments.

1. Click **Create**
2. Select **Category**
3. On the Category tab, open the Select Classes menu and select the class or classes in which you will use the category
4. Enter the name of the category, such as **Test**, followed by your initials
5. Select a color for the category, such as **Red**
6. Use the default status of **Active**

Check Inactive when you want to make categories that you no longer use inactive.

7. Enter a description of the category, such as **Use for test assignments**
8. Click the Assignment Defaults tab
9. Select the default score type that assignments in this category will use, such as **Points**
10. To include extra points in the assignments by default, click **Extra Points** and enter the number of extra points, such as 5
11. To weight assignments in this category by default, click **Weight** and enter a value, such as 2, in the Weight field
12. In the Score Entry Points field, enter the number of points that assignments in this category will be worth by default, such as 100
13. To include assignments in this category in final grade calculations by default, verify that **Count in Final Grade** is selected
14. To save the new category, click **Save**

To view the categories that you or district leaders have already created, click the View All tab when you are creating a category, or view the same information by clicking **Grading** and selecting **Categories**. District-created categories are labeled with an icon that looks like a building. Also, use the View All tab to view the classes that are using each category and the statuses of each category.

To edit an existing category, click **Grading** and select **Categories**. Click the Edit icon next to the category you want to modify. Make the necessary changes and click **Save**.

Creating and Viewing Assignments

View assignments on both the Assignments and Scoresheet pages. Set up assignments at the beginning of a school term or at any time during the term. When you access the gradebook, you see the Assignments page by default, but you can also navigate to it by clicking **Grading** and selecting **Assignment List**. By default, the assignments are listed in order by the most recent due date. Each assignment includes the category, the assignment name, the number of assignments that have been scored, the due date, and the score type. To view the assignment and standards scores for each student, click the name of the assignment. To edit the assignment details, click the Edit icon.

On the Scoresheet page, the students in the selected class are listed in the first column, the students' course grades are listed in the second column, and the assignment names are listed in the remaining columns. Enter a student's assignment score in the cell where the student's name intersects with the assignment name. Click an assignment heading to view and enter the standards scores for the assignment. By default, the Scoresheet is sorted by the least recent assignment due date. To sort the list by the most recent due date, click **Show Assignments from Most Recent**. To view assignments from a different term, open the term menu in the upper-right corner of the page and select the term.

Creating assignments before entering scores does not skew how grades appear. The final grade that appears next to a student's name on the Scoresheet page reflects an average grade for only the assignments that you have scored already.

To save time, copy existing assignments or create duplicates while creating a new assignment. To copy an existing assignment, click the Edit icon next to the assignment name on the Assignments page and click **Duplicate**. Then edit the assignments details and click **Save**.

Activity 5 – Create an Assignment

Create a Unit 1 Test assignment for students in one of your classes that is aligned to standards.

1. Click **Create**
2. Select **Assignment**
3. Open the Select Classes menu and select one class

Click outside the Select Classes menu to close it.
4. Enter the name of the assignment, such as **Unit 1 Test**
5. Select **Test** as the category
6. Select a score type, such as **Points**
7. Enter the number of score entry points, such as **80**

8. To include the assignment in students' final grades, verify that **Count in Final Grade** is selected
9. Use the default due date of today's date and enter a description, such as **This test covers all of the topics in Unit 1**
10. Click the Students tab
11. Verify that the assignment applies to all students

To apply the assignment to a selection of students, click **Add/Remove Students**. Then clear the check box next to the Filter area and check the boxes next to the selected students' names.

12. Click the Standards tab
13. Select two or three standards that are aligned to the assignment
14. Click the Publish tab
15. Open the Publish Assignment menu and choose when to publish the assignment for students and parents
16. To publish students' scores once you've scored the assignment, check **Publish Scores**
17. Click **Save** at the bottom of the Create window
18. At this point, you could copy the assignment by clicking **Duplicate** at the bottom of the Create window, but for this activity, close the window by clicking **X** in the upper right corner

Activity 6 – Duplicate an Assignment

Duplicate the Unit 1 Test assignment and edit it for use in another class.

1. Click **Grading**
2. Select **Assignment List**
3. In the list of assignments, locate the Unit 1 Test assignment you just created and click the Edit icon
4. Click **Duplicate** at the bottom of the Edit window
5. Open the Select Classes menu, clear the check box next to the currently selected class, and choose a different class

Click outside the Select Classes menu to close it.

6. Enter the assignment name, such as **Unit 1 Test**
7. Use the same category, score type, score entry points, description, and publication settings as the original assignment, but change the due date to next Monday's date
8. Click the Standards tab
9. Click **Add/Edit Standards** and select a new set of standards that are aligned to this assignment
10. Click **Save** and close the Edit window

11. To verify that you copied the assignment to a different class, click the name of the currently selected class in the navigation bar at the top of the page and select the class that you copied the assignment to
12. Locate the duplicated assignment in the list of assignments

Working with Grades

When entering scores, make sure to use the type of score that you set up when you created the assignment. For example, use numbers for points and percentages or letters for letter grades.

Options for Entering Scores

You have several options for entering scores and marking assignments.

Direct Entry

Use the direct entry method to enter scores manually. From the Assignments or Scoresheet page, enter a student's assignment score by clicking in the cell where the student's name intersects with the assignment name and typing in the score. View the summary above the list of assignments to see the selected assignment's score type, as well as the student's existing score (if the assignment was previously scored), and the due date.

Assignment: Writing Project 1 

Score Type: Points (50x 5) **Score:** A- | 90% | 45/50 x 5 **Due:** 1/30/2016

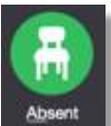
Score Inspector

While you can enter scores directly, use the Score Inspector to provide more details about the student's performance. Identify if an assignment is missing, if it was received late, if it was collected but hasn't been scored yet, if a student is exempt from completing it, if the student didn't complete it because he was absent, or if it is incomplete for other reasons. Also use the Score Inspector to enter a comment about a student's score. The following table provides a brief explanation of the assignment indicators available in the gradebook.

Score Indicators

Indicator	Description
	Indicates that an assignment was collected

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Indicator	Description
	Indicates that an assignment is late
	Indicates that an assignment is missing
	Indicates that an assignment is exempt
	Indicates that an assignment wasn't completed due to the student being absent
	Indicates that an assignment is incomplete
	Indicates that a comment was added

Hot Keys

Use keyboard shortcuts, or hot keys, to enter score indicators quickly.

Hot Key Code	Description
CO or (.)	Marks an assignment collected
LA or (*)	Marks an assignment late
MI or (/)	Marks an assignment missing
EX	Marks an assignment exempt
AB	Marks an assignment incomplete due to student absence

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Hot Key Code	Description
IN	Marks an assignment incomplete

Fill Scores

Use the Fill Scores functions to either fill scores for one assignment for all of the students in a class, or to fill all assignment scores for one student. To fill students' scores for one assignment, enter the score or select the score indicator in the Score Inspector and click the Fill icon with the vertical arrows. To fill multiple assignment scores for one student, enter the score or select the score indicator in the Score Inspector and click the Fill icon with the horizontal arrows. Scores will be filled in cells that do not already have scores. Additionally, use the fill scores functions to fill comments.

Add Comments

As you enter scores or indicators for assignments, use comments to record specific details about student performance. Add comments manually or choose comments from the comment bank. Click the star next to a comment in the bank to set it as one of your favorite comments.

When creating personalized comment bank entries, insert smart text to automatically insert personal student information—such as the student's preferred name—straight from the PowerSchool database. Smart text is represented by a field or pronoun, such as <he/she>, and will be replaced with the word "he" or "she" based on the student's gender when you add the comment. In your comment bank entries, you would enter, "<first name> is improving each week." After you add the comment to an assignment, the parents or student will see "Nicholas is improving each week."

When you use the fill scores functions to fill comments that include the student's name or any gender pronouns, PowerTeacher Pro detects this and you have the choice of applying the smart text to the comment for each student or using the original text. For example, if you enter a comment for one student that says, "Jennifer completed all assignment tasks," filled the comment for other students, and selected **Use Smart Text**, each student's name would be personalized in the resulting comments.

To add a comment, click the Comment icon in the Score Inspector and either enter a comment in the text box, or click **Comment Bank** and select a comment. A blue Comment icon appears in the student's score cell. Click the icon to read the comment.

STUDENTS(25)	COURSE GRADE			Pr1-4Kp15...	Equ. Fracti...
 1. AYALA, Frank	A-	91%	2081.65...	89	95
 2. BAILEY, MacDonal	C	76%	1704.7/...	69	79
 3. BERGER, Harvey	A-	90%	1872.75...	95	89

Methods for Marking Assignments

Use one of two methods to score an assignment—score a single assignment from the Assignments page or score multiple assignments on the Scoresheet.

Single Assignment

To enter scores, score indicators, or comments for a single assignment, click **Grading**. Select **Assignment List** and click the name of the assignment. On the Assignments page, enter the students' assignment scores in the Score column. If standards are aligned to the assignment, enter the standards scores in the standards columns. Use the arrow keys on your keyboard or the arrows at the top of the Score Inspector to move to different score cells. To save the scores, click **Save**.

If you navigate away from the page before saving scores that you've entered, a prompt will appear asking if you want to discard the changes or save them and continue.

Scoresheet

To enter scores, score indicators, or comments for one or more assignments on the Scoresheet, click **Grading** and select **Scoresheet**. Click in a student's score cell to enter a score using any of the options described above. Use the arrow keys on your keyboard or the arrows at the top of the Score Inspector to move to different score cells. To save the scores, click **Save**.

Activity 7 – Score a Single Assignment

Score a single assignment manually, add a score indicator using a hot key code, and add a comment.

1. Click **Grading**
2. Select **Assignment List**
3. Click the name of an assignment, such as the unit 1 test you created
4. Click in the first student's score cell and type a score, such as 72

View the assignment summary above the list of students to see which score type to use.

5. Click in the second student's cell and type in a hot key code, such as **LA** to mark the assignment late
6. Click the Comment icon in the Score Inspector
7. Enter a comment, such as **Needs to turn work in on time**
8. Click the right-facing Score arrow in the Score Inspector to move to a standards score cell
9. Enter a standards score for the student

View the assignment summary above the list of students to see which grade scale type to use.

10. Click **Save**

Activity 8 – Score Assignments on the Scoresheet

Use the Score Inspector and the Fill Scores function to score assignments.

1. Click **Grading**
2. Select **Scoresheet**

3. Locate an assignment with blank score cells or delete some of the scores for an assignment

Notice that when you delete a score, the values in the student's Course Grade column are grayed out because they are being edited. Once you click Save, the student's grades will be recalculated using the new score.

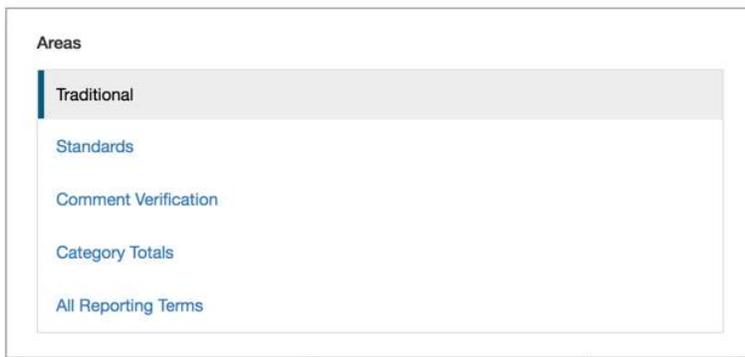
4. Click in a student's blank score cell for the selected assignment and enter a score in the Score Inspector
5. Click the vertical Fill icon to fill all of the blank score cells with the score you entered in the Score Inspector
6. In the alert window that lists the number of scores that were filled, click **Ok**
7. Click in a different student's score cell for a different assignment and click the Exempt score indicator
8. Click **Save**

Final Grades

Final grades are updated automatically throughout the term as you enter assignment scores in the gradebook. When the term comes to a close, however, you may have additional tasks to perform before submitting grades for report cards to make sure your final grades are accurate. For example, you may have to enter standards grades and modify individual scores. Occasionally, you may also need to modify a student's final grade in a course based on effort, participation, or other performance factors.

To work with final grades, click **Grading** and use the links in the Grades section. Access the same links through the Quick Menu—the arrow next to the heading at the top of the grading pages.

Grades: Traditional - S1 ▾



Click **Traditional** to view the traditional grades for an entire class, along with a summary of how many absences, tardies, missing assignments, late assignments, and incomplete assignments each student has. To edit the final grades, click in the first column and edit the data in the Score Inspector. The grades correspond to the reporting term you select in the term menu in the top-right corner of the page. To see grades for a different term, open the term menu and select a reporting term code.

Open the Quick Menu and click **Standards** to view or edit the standards grades for an entire class for the selected term.

Open the Quick Menu and choose **Comment Verification** to view or add final grades comments. Use this page when you are getting ready to complete grades for report cards. To add or edit a comment, click a student's final grades and click the Comment icon in the Score Inspector. Add comments for additional students and click **Save**.

Open the Quick Menu and select **Category Totals** to view a summary of students' grades by assignment category. Use category totals to assess how students performed in one assignment category versus another, or to analyze the difficulty of one category type versus another. For example, if students received significantly lower scores on assignments in the Homework category than in the Test category, you might revisit the homework assignments and analyze the difficulty.

To view and work with students' final grades from all reporting terms, open the Quick Menu and click **All Reporting Terms**. Each column represents a reporting term. The column that corresponds to the current term is highlighted. Click a student's final grades for a reporting term and use the Score Inspector to modify scores or add comments.

Click **Save** after you make any grading changes. When you change a final grade manually, the cell that contains the student's final grade will have a small triangle in the upper-left corner, indicating that the grade has been modified manually. The Score Inspector will display both the modified grade and the original calculated grade. To revert to the calculated grade, click the Undo icon in the score inspector.

To work with the final grades for students in another class, click the name of the currently selected class at the top of the gradebook window and choose a different class.

Activity 9 – Modify a Final Grade

You've evaluated a student's performance and found that you need to modify the student's final grade to account for increased effort and demonstration of standards mastery. Edit the student's final traditional and standards grades in the gradebook.

1. Click **Grading**
2. Click **Traditional**
3. Click a student's final grade
4. In the Score Inspector, edit the student's grade to be higher than it is currently

For example, change a letter grade of A- to A and a percentage of 91 to 94.

5. Click **Save**

Notice that the student's final grade cell has a small triangle in the upper-left corner, which indicates that the grade has been modified manually.

6. Open the Quick Menu and select **Standards**
7. Click a standards grade for the same student and edit it to be higher than it is currently

For example, change a score of 3 to 4.

8. Click **Save**

Analyzing Performance

Use the gradebook to analyze student performance at any time during the school year. Analyze performance throughout the term to ensure that students are mastering the skills and standards you are teaching. Review students' performance as you prepare to complete final grades for report cards, and then use the gradebook to prepare for and conduct parent-teacher conferences.

Review how students in an entire class are performing using the Class Progress pages. The individual student pages provide helpful information during parent-teacher conferences to explain why a student earned a particular grade.

Individual Student Performance

To analyze an individual student's performance, begin by selecting the class the student is in at the top of the gradebook window. Then, click **Students** and select the student.

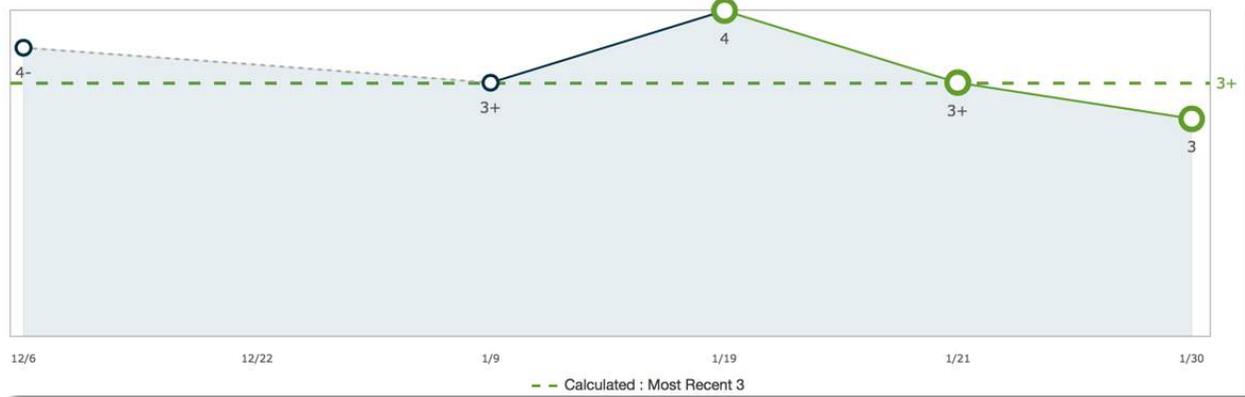
To view a summary of the student's grades and assignments for the selected reporting term, click **Assignments**. The Assignments student page is similar to the Assignments page you view for the entire class, except that it shows only the assignments and scores for the selected student. View a summary of the student's course grades at the top of the page. Below the summary, use the Filter area to search for assignments by assignment name, due date, score, or standards. The assignments are listed by the most recent due date by default. To view the details of the standards that are aligned to an assignment, click the icon in the Standards column. Click **OK** to close the Assignment Standards Detail window.

To navigate to the student's other pages, use the Quick Menu. For example, to view the student's standards grades, open the Quick Menu and select **Standards Progress**. The Standards Progress page shows the student's standards grades for each standard that was assessed by reporting term. The column that corresponds to the current term is highlighted. Compare the grades the student received in each term to assess his or her progress.

To view the assignments that you used to assess the standard, click the icon in the Assignments column. Use the graph at the top of the page to see how the student performed over time on the standard. For example, if the standard was assessed on five assignments, you can see the five standards scores the student received. If the calculation method is set to the the three most recent scores, you can see those scores in green on the graph and a dotted line that represents the calculated score.

In this example, you can see that the student's calculated standards score is 3+, based on the three most recent scores. You can also see that the student's mastery of the standard decreased over the three most recent scores, so use your professional judgment to determine whether or not the student mastered the standard.

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To see a summary of the standards scores statistics, click **Show Metrics** below the graph.

- Most Recent – The average of the most recent score(s)
- Mean – The mathematical average of the scores
- Median – The middle of the scores (half of the scores are above this number and half are below)
- Mode – The most common score achieved
- Weighted Mean – The average of the scores based on the average of total weighted points
- Highest – The highest score

These statistical values are indicators of how well the student did on a specific standard. If any of the values are low, it may mean that the student needs additional practice on the skill or concept you're assessing, or you may need to revise the assignment. To view the student's performance on additional standards, open the Quick Menu and select a standard.

To view all of the comments you've recorded for the student, click **Students** and select **Comment Log**. Depending on the types of comments you've entered for the student, the comment log may show course grade comments, standards grades comments, and assignment comments.

To view the student's demographics information, such as his date of birth or mother's phone number, open the Quick Menu and select **Demographics**.

To view the student's Quick Lookup page, open the Quick Menu and select **Quick Lookup**. The Quick Lookup page is the same page that administrators see in PowerSchool and shows the student's attendance for the last two weeks, his current schedule, his current grades, a summary of his total absences and tardies, and his current GPA.

Activity 10 – Review an Individual Student's Progress

Review a student's performance using the Assignments and Standards Progress student pages.

1. At the top of the gradebook window, select a class
2. Click **Students**
3. To view the first student's performance, click **Assignments**

4. Review the student's course grades and individual assignment scores, then open the Quick Menu and select **Standards Progress**
5. Review the student's standards scores for each reporting term, then click the Assignments icon for one of the standards
6. Review the graph of standards scores, then click **Show Metrics** to review the student's other standards statistics
7. Click **Students** and select a different student to view his or her Standards Progress page

Class Progress

To analyze the performance of an entire class, begin by selecting the class at the top of the gradebook window. Then, click **Class**. Depending on how the gradebook is set up, you can view class progress on traditional grades and standards grades.

Traditional

To view traditional grades progress, select **Traditional** from the Class menu. The graph on the Traditional Grades Progress page shows the distribution of grades for the class for the selected reporting term.

The column on the left lists the number of students who have earned each traditional grade in the grade scale. The colors in the graph correspond to the grade scale color levels. For example, if the grade scale defines the grades A and A- as dark green, the graph displays a dark green bar that corresponds to the number of students who have an A or A-. The black demarcation line shows where the cutoff is between passing and failing grades. The numbers in the column on the right show the total number of students who have passing grades versus the total number of students who have failing grades.

To the right of the graph, view a summary of the total number of students who have missing, late, or incomplete assignments.

Click the graph to open the Traditional Grades Distribution window. On the left side of the Traditional Grades Distribution window, view the score distribution for each reporting term in the school year. On the right, view the grade trends of the students in the class for the selected term, compared to the previous term. A red arrow in the Grade column indicates that the student's grade is trending down between the selected terms. A green arrow indicates an upward trend, while no arrow indicates no change. You can see which students are performing better or worse between terms. To compare trends between a different selection of subsequent terms, click a term in the Score Distribution column. To close the window, click **X** in the upper-right corner.

Standards

To view standards grades progress, select **Standards** from the Class menu. The graph on the Standards Progress page shows the distribution of grades for each standard aligned to the course, for the selected class and reporting term.

All of the standards aligned to the course are listed in the Standards column. To the right of each standard, view a graph that displays the distribution of scores for the class. The colors in the graph correspond to the grade scale color levels. For example, if the grade scale defines the standard score 4 as dark green, the graph displays a dark green bar that corresponds to the number of students who have a 4. The black demarcation line shows where the cutoff is between passing and failing grades. The numbers above the colored bars show the total number of students who have passing grades versus the total number of students who have failing grades. The graphical display makes it easy to see whether or not students in the class are demonstrating mastery of the standard, and helps you consider your instructional response. If, for example, you find that most of the students have failing scores, you may decide to reteach the concept or provide more opportunities for practice.

Click the graph to open the Standard Grades Distribution window. On the left side of the Standard Grades Distribution window, view the score distribution for the selected standard for each reporting term in the school year. On the right, view the grade trends of the students in the class for the selected term, compared to the previous term to see which students have mastered the standard and which ones need more practice. A red arrow in the Grade column indicates that the student's level of mastery is trending down between the selected terms. A green arrow indicates an upward trend, while no arrow indicates no change. To compare trends between a different selection of subsequent terms, click a term in the Score Distribution column. To close the window, click **X** in the upper-right corner.

On the right side of the Standards Progress page, the number in the Assignments column indicates the number of assignments that you've used to give students opportunities to practice the standard or to assess their levels of mastery. To view the assignments aligned to a standard, click the Assignments icon. The Standards Assignment Trend window lists the aligned assignments by category, name, due date, and score type. Use this window to analyze the types of assignments that you've used to assess the standard, or click the name of an assignment to view or edit the students' individual scores. To close the window, click **X** in the upper-right corner.

Activity 11 – Review Class Progress

Review the distribution of traditional and standards grades for a class. Then make changes to students' standards scores on an assignment and return to the Standards Progress page to review the changes.

1. At the top of the gradebook window, select a class
2. Click **Class**
3. Click **Traditional**
4. View the distribution of traditional grades, then click the graph
5. Compare the students' grades trends in the current term to the previous term, then select a different term in the Scores Distribution column
6. Close the Traditional Grades Distribution window
7. Click **Class**
8. Click **Standards**
9. For the first standard listed, note the number of students who are demonstrating mastery and the number of students who are not
10. Click the Assignments icon next to the first standard

11. Click the name of the first assignment
12. In the first standard column, change several students' passing scores to failing scores and click **Save**
13. Navigate back to the Standards Progress page and review how the distribution of grades for the first standard has changed

Running PowerTeacher Pro Reports

The gradebook contains several reports that you can view onscreen or print. Personalize each report by entering a custom title or by including a top note, bottom note, or signature line. The following table provides brief descriptions of the reports:

Report Name	Description
Individual Student Report	<ul style="list-style-type: none">• Use this report to view or print a summary of the class activity per student• Present a summary of student work to parents at conferences or to a principal during a review, or use the report as a midterm update for students and parents• Choose whether or not to include course grades and attendance, assignments, category totals, and comments• Print the report for a few students or a group
Student Roster	<ul style="list-style-type: none">• Use this report to view or print demographic information by class• Use the report, for example, to keep track of money collected for classroom field trips, or as an emergency contact list• Customize the report by adding blank columns (the report remembers the information you entered last)• Use the Order arrows to arrange the columns in any order

Activity 12 – Create Progress Reports

Next week, you have parent-teacher conferences for your struggling students. Provide parents with progress reports for their records.

1. Click **Reports**
2. Select **Individual Student Report**
3. Enter a report title, such as **Progress Report**
4. Open the Select Classes menu and choose the classes to include on the report
5. To run the report for a selection of students rather than for all of the students in the classes, click **Add/Remove Students**

6. All of the students are selected by default, so clear the check box to the right of the Filter area, then in the list of students, check the boxes next to the struggling students' names
7. In the Sort Options section, open the Layout menu and choose **By Section, By Student**
8. To sort the report by students' last names, open the Students menu and choose **Last Name**
9. Verify that **Show Percentages** is selected to include students' grade percentages in the report
10. Open the Data To Include menu and check **Course Grade Comments** and **Assignment Comments** to include any comments you've entered about the students in the report

"Course Grades and Attendance," Assignments, and Category Totals are checked by default.
11. Click the Data To Include menu again to close it
12. To include students' grades from the current term, use the default settings under Date Range
13. Scroll to the top of the page and click the Format tab
14. Since you are including all of the available data in the report, leave the page orientation set to **Landscape** to make the text easier to read
15. Use the default option **PDF** for the report output
16. Choose to exclude row shading to save ink during printing
17. Leave the "Include" check box clear for the Top Note option, since you don't plan to include a note at the top of the report
18. Since you are meeting the student's parents in person, you don't need a signature line, so also leave the "Include" check box clear for the Bottom Note option
19. To generate the report, click **Run Report**

Activity 13 – Run a Student Roster Report

In the middle of the term, you take your students on an annual field trip to the local art museum. Use the Student Roster report to take attendance and to keep track of student participation during the field trip.

1. Open the menu at the top of the gradebook window and select the class
2. Click **Reports**
3. Select **Student Roster**
4. Enter a report title, such as **Field Trip Roster**
5. Since you selected a class before you navigated to the Reports menu, it is already selected for the Classes option
6. Verify that the report applies to all of the students in the selected class
7. To sort the roster of students by last name, open the Students menu and choose **Last Name**

Using PowerTeacher Pro

8. Add columns of student information by opening the Add Columns menu and clicking **Add** next to Gender and Grade Level
9. Click **Add** next to Blank twice to include a column for taking attendance and one for tracking participation

A column titled "Name" is included by default to list the students' names.

10. Click the Add Columns menu again to close it
11. Enter **Attendance** as the title of the first blank column
12. Enter **Participation** as the title of the second blank column
13. Scroll to the top of the page and click the Format tab
14. Open the Orientation menu and choose **Portrait**
15. Use the default settings for the rest of the format options
16. To generate the report, click **Run Report**

Key Points

- Getting Started – Navigate to the gradebook directly from the teacher portal
- Setting Up PowerTeacher Pro – Add class descriptions and configure how information appears in your gradebook
- Working with Assignments – Create assignment categories and apply them to single or multiple assignments
- Working with Grades – Use a variety of options and methods to score assignments, and view traditional or standards-based grades
- Analyzing Performance – Analyze a single student's progress or the progress of a whole class
- Running PowerTeacher Pro Reports – Use customizable report templates