

Power School Help Sheet

1. Adding Comments- ***You must add 1 comment per student. Do not add more than 2 comments.

Open Grade book

Make sure you are in **Reporting Term Q1**

Click on the **Final Grade** tab.

Right click on the final grade of the first student listed in your Grade book. Click "**Show Score Inspector.**"

The screenshot displays the PowerTeacher Gradebook interface for Melinda Bundy at Cathedral High School. The 'Final Grades' tab is active, showing a list of students. A 'Final Grade' window is open for student Jamie Arnold, displaying a table of scores and comments. The table has columns for Code, Comment, and Category. The 'Comment' field is highlighted with a black arrow, and the 'Insert Selected' button is also indicated by a black arrow. The window includes 'Clear' and 'Close' buttons at the bottom right.

Code	Comment	Category
10	Active Class Participation	
33	Add'l Class Particip. Requested	
33	Conduct is Improving	
07	Consistent Effort	
09	Curious/Investigative Learner	
17	Disruptive Behavior	
11	Does Not Come in for Extr Help	
01	Exceptional Work	

In the "Score Inspector" click on the **Comments Tab.**

Click on the comment you want to add and then click "**Insert Selected.**"

Next click the little down arrow in the upper right-hand corner. This will take you to the next student in your Grade book.

Click on the comment you want to add for that student and click on "**Insert Selected.**"...repeat for each student.

After you have added a comment for each student click on "**Close.**" This will close the score inspector. Choose your next class period and repeat the process.

2. Manually Overriding a Grade

Open Grade book

Make sure you are in **Reporting Term Q1**

Click on the **Final Grade** tab.

Right click on the score you would like to change.

Click on "**Show Score Inspector.**"

Click on the "**Score Tab.**"

Click on the box that says "**Manual Override.**"

Change the Grade and the Percentage.

Click "**Close.**"

PowerTeacher Gradebook: Melinda Bundy - Cathedral High School

File Edit View Tools Window Help

Classes

Quarter 1

- 1(A) ENGLISH 9 (X) S1
- 2(A) ENGLISH 9 (X) S1
- 3(A) ENGLISH 9 (X) S1
- 5(A) DRAMA IN LIT (C) S1

Reporting Term: Q1 Mode: Assignments Final Grades

Q1 In Progress

Students (01) Final Grade

Student: Jamie Arnold

Reporting Term: Q1

Score Comment

Manual Override:

Percent: 89

Grade: B

Points: 313.5/351

Comment:

Clear Close

Revert Save

start

Gradebook - Microsof... PowerTeacher Grads... PowerTeacher Grads... Power School Help Sh...

2:19 PM

The screenshot shows the PowerTeacher Gradebook interface. A 'Final Grade' dialog box is open for student Jamie Arnold. The dialog box has a title bar with a question mark icon and a close button. It contains the following fields and controls: 'Student: Jamie Arnold', 'Reporting Term: Q1', a 'Score' field with a value of 89, a 'Comment' field, a 'Manual Override' checkbox, a 'Grade' field with a value of B, and 'Points: 313.5/351'. At the bottom of the dialog box are 'Clear' and 'Close' buttons. Three black arrows point to the 'Manual Override' checkbox, the 'Percent' field, and the 'Clear' button. The background shows a grid of student grades for various categories like Critique, Homework, Performance, Project, Quiz, and Test. The Windows taskbar at the bottom shows the Start button and several open applications, including 'Gradebook - Microsof...', 'PowerTeacher Grads...', and 'Power School Help Sh...'. The system clock shows 2:19 PM.

3. Printing Final Grade and Comment Verification Report

Open Grade book

Make sure you are in **Reporting Term Q1**

Click on the **Reports** Tab.

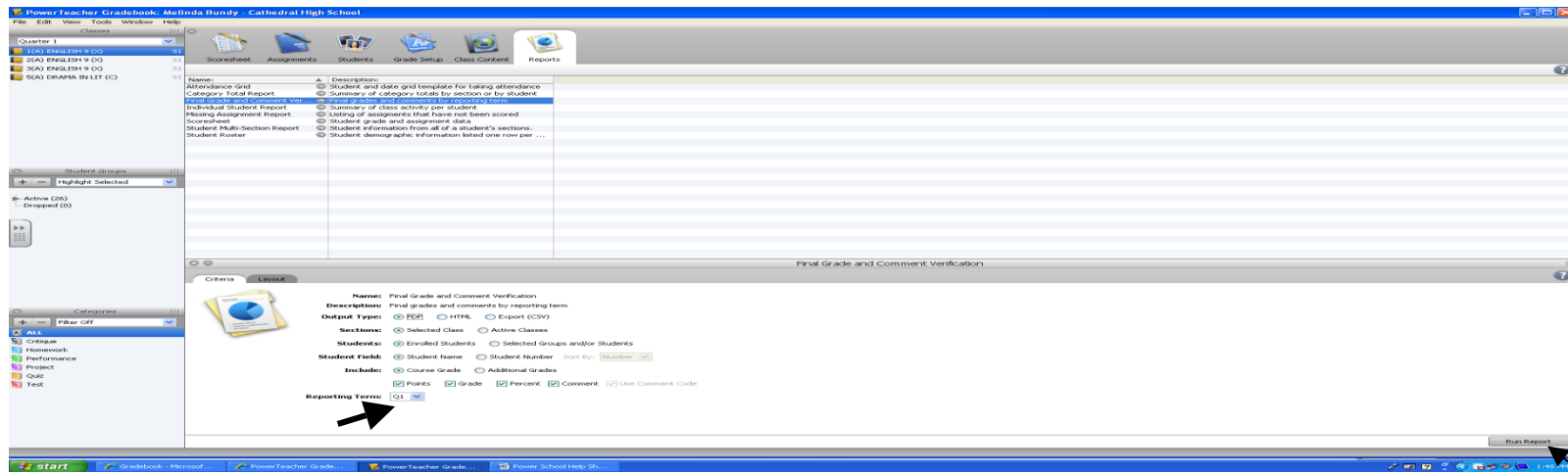
Click on **Final Grade and Comment Verification Report**.

When the report sheet opens.... at the bottom of the screen it says **Reporting Term...**click on **Q1**

Click **Run Report** in lower right hand corner.

Click on **Open Report**. Click **OK**. You will see the report. Click **Print**.

Click on **X** in the upper right hand corner to close report and get back to grade book. Repeat for each Class Period.



4. Finalizing Grades

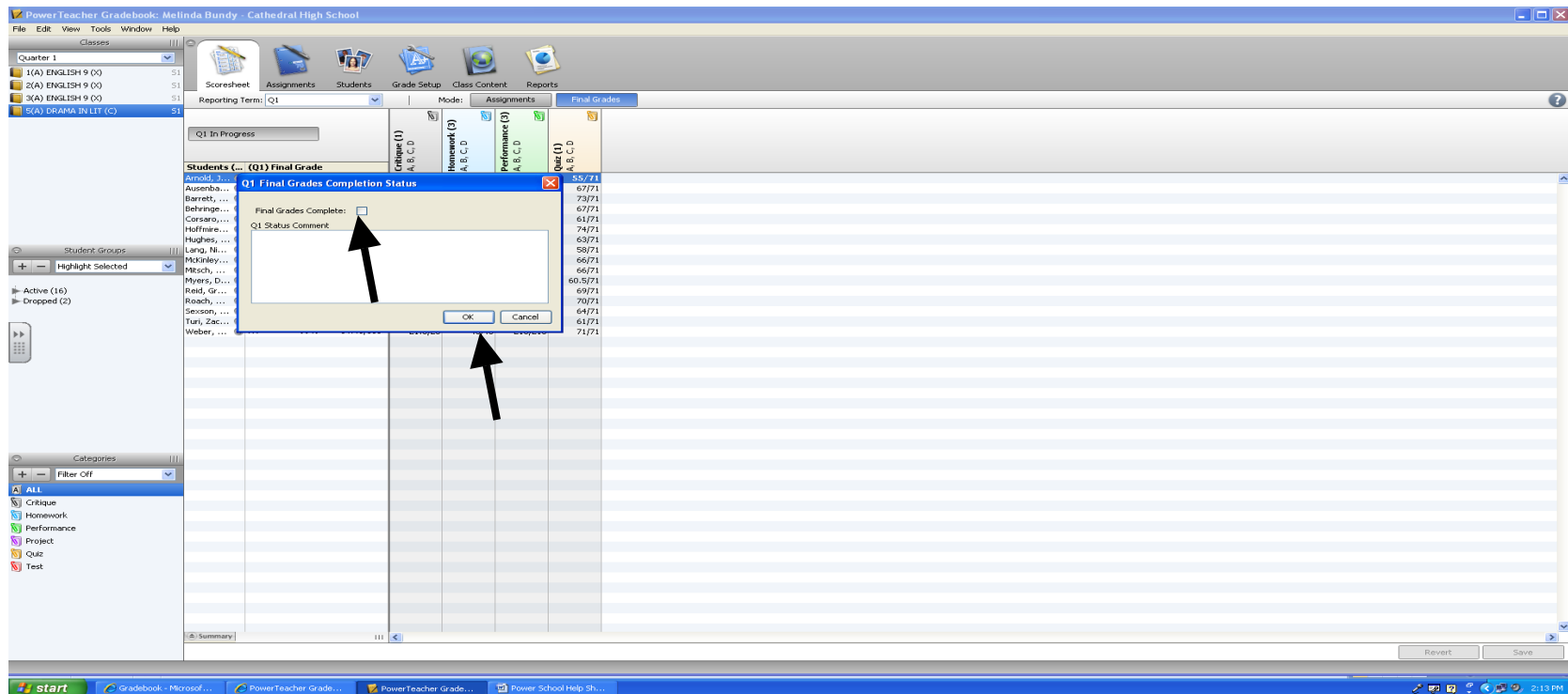
Open Grade book

Make sure you are in **Reporting Term Q1**

Click on the **Final Grade** Tab.

Double Click on the grey box called “Q1 In Progress”

****After you have verified all of the final grades. Check the box that says “Final Grades Complete”. Then click OK.**



5. Decimal Point on Grades

Open Grade book

Click on “**Tools**”

Click on “**Preferences**”

On the **Grading** tab it will allow you to change how many numbers after the decimal you would like for your grades.