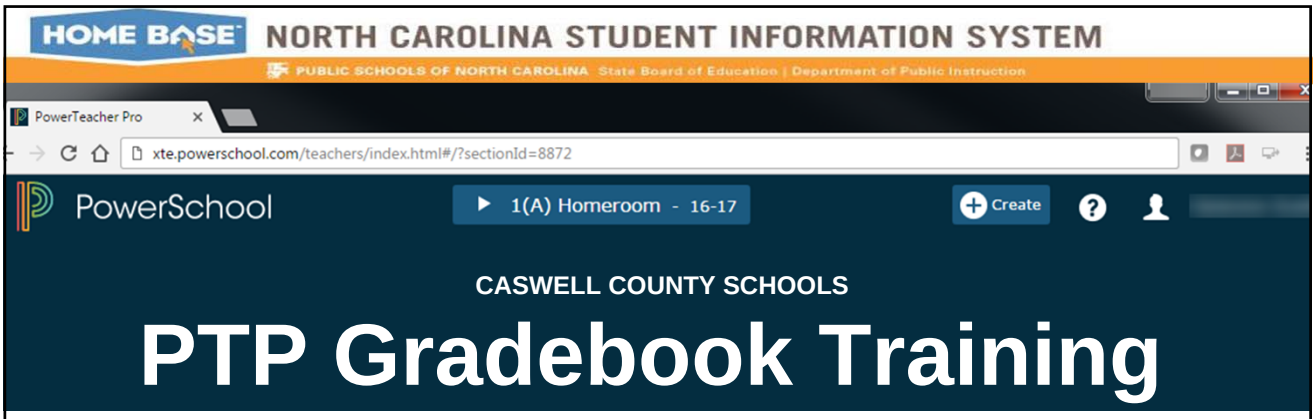


CASWELL COUNTY SCHOOLS

# PTP Gradebook Training

## Teachers

Document Use: This curriculum is intended for LEAs to use and/or customize for re-delivery based on specific LEA needs. If modifications and additions are made to this curriculum, LEAs are responsible for the content. This document is the property of the NC DPI and may not be copied in whole or in part without the express written permission of the NC DPI.

HOME BASE
NORTH CAROLINA STUDENT INFORMATION SYSTEM
PUBLIC SCHOOLS OF NORTH CAROLINA State Board of Education | Department of Public Instruction

## Access to PowerTeacher using your IAM account credentials.

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# Using PowerTeacher Pro

- 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.

- HTML 5 based, no more Java issues!
- Adapts to any computer or tablet, including Mac, Windows, iOS, Android, Chromebooks
- Access anywhere
- Advanced features for both standards-based and traditional grading
- District lock-down by SCHOOL in gradebook setup

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HOME BASE

# NC SIS site - new PTP (PowerTeacher Pro)

www.nc-sis.org/ptp.html

There are PowerTeacherPro videos as well as the slide deck that you are viewing today. There is also a slide deck for Admin. Videos for Admin will be coming soon.

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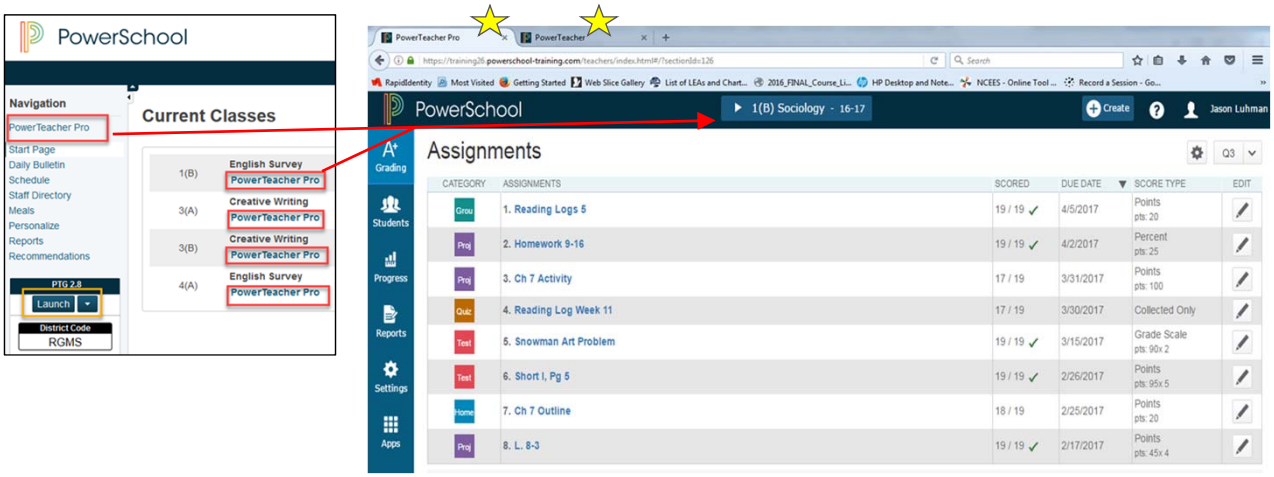
HOME BASE

# PowerTeacher Portal to open PowerTeacher Pro

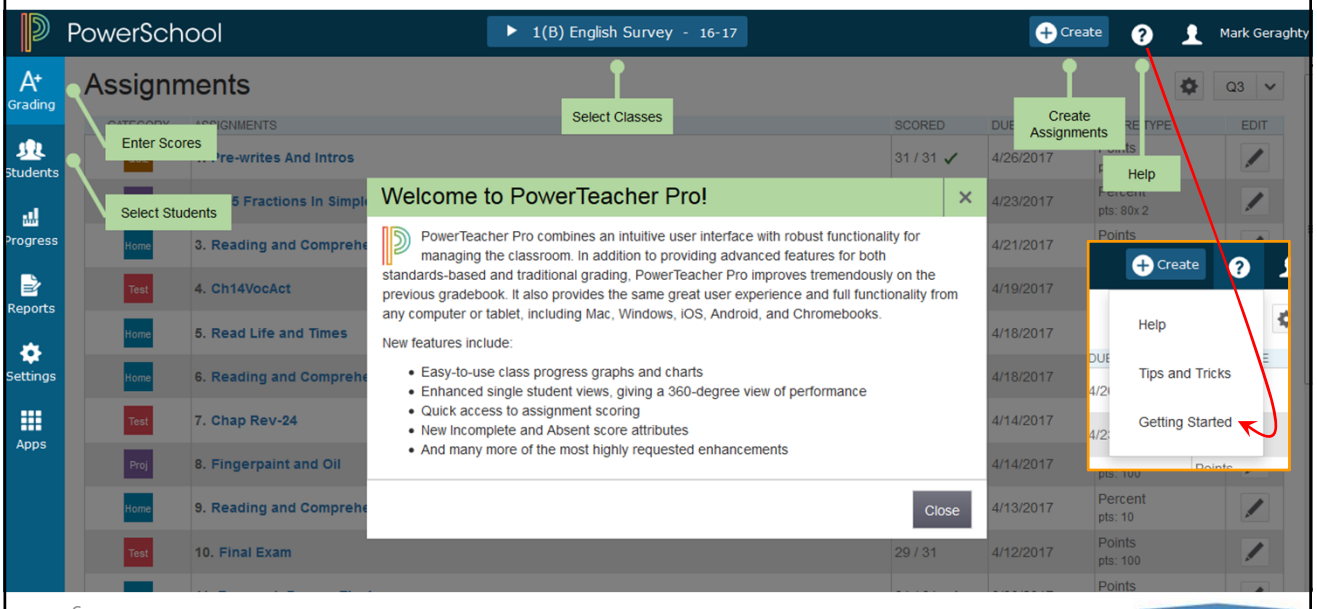
**Navigation:** IAM login > PowerTeacher icon > PowerTeacher Pro Link

Or URL: https://xxxxxxxx.powerschool.com/teachers > Log in >PowerTeacher Pro link



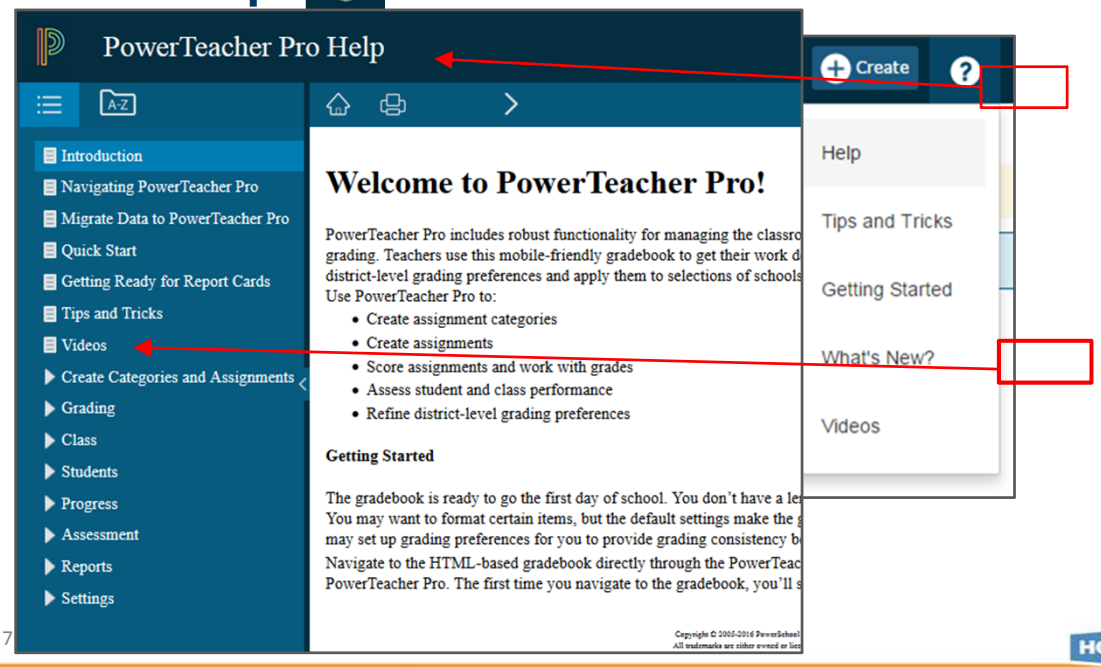

5

# PTPro Help




6

# PTPro Help

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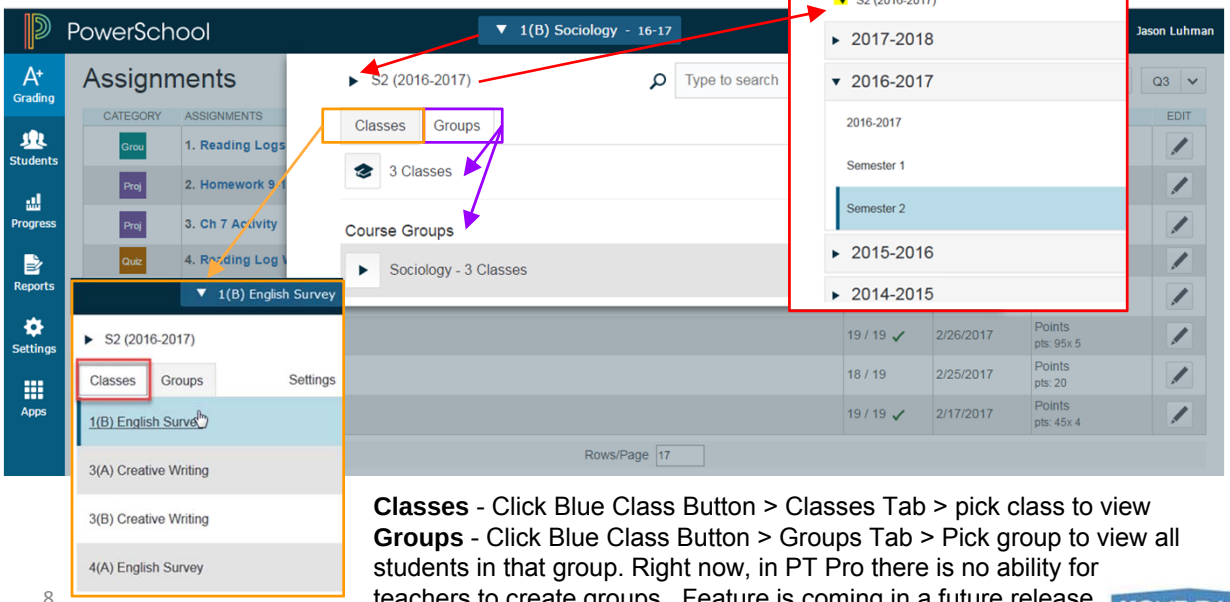
# Navigate Classes




**Classes** - Click Blue Class Button > Classes Tab > pick class to view
**Groups** - Click Blue Class Button > Groups Tab > Pick group to view all students in that group. Right now, in PT Pro there is no ability for teachers to create groups. Feature is coming in a future release.

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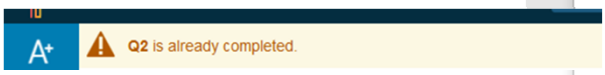
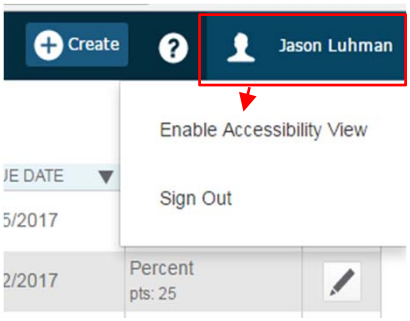
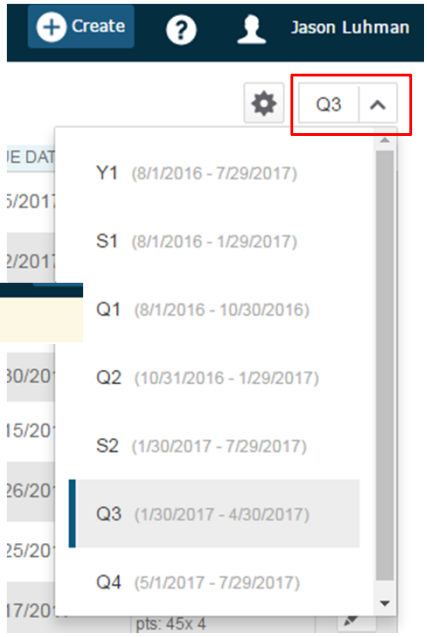
# PTPro Views

- **Terms:** Select a reporting term to change the current reporting term that appears in PowerTeacher Pro.
  **Note:** On the Assignments page, All appears as an additional option.
- **Term Complete**:




- **Page Size:** To increase the size of certain pages, click teacher name and select **Accessibility View** on the navigation bar

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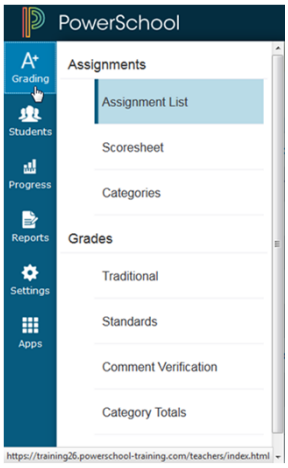
HOME BASE

# PTPro Charms - A+ Grading




- **A+ Grading Charm**
- Teachers spend most of their time here.
  - Usually in **Assignments**
  - **Grades -** for end of year reporting (can set up traditional and standard grades)
- **Students Charm**
- **Progress Charm** - Track class progress, standards
- **Reports Charm**
- **Settings Charm**
- **Apps Charm** - link to PTPortal
  - *More on these later...*

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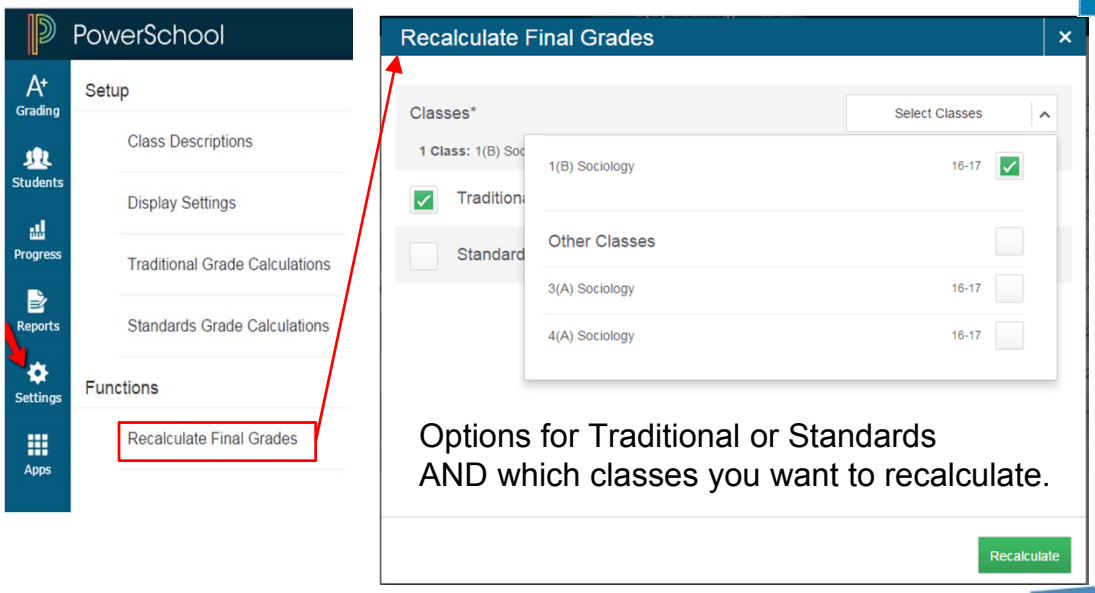
HOME BASE

# PTPro Charms - Settings > Functions

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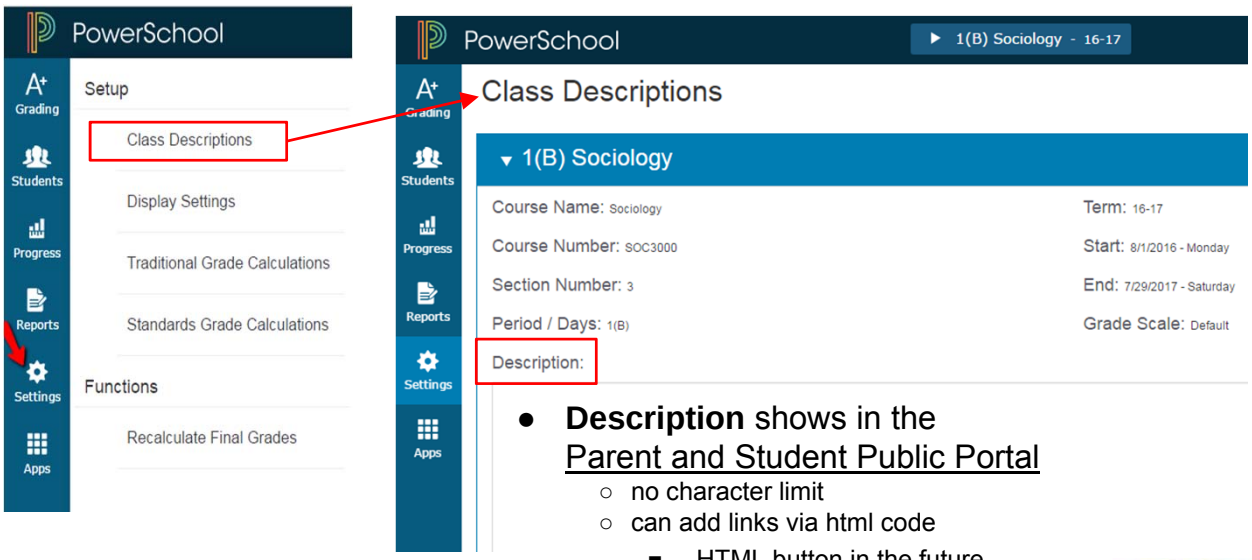
HOME BASE

# PTPro Charms - Settings > Class Descriptions




- **Description** shows in the Parent and Student Public Portal
  - no character limit
  - can add links via html code
    - HTML button in the future

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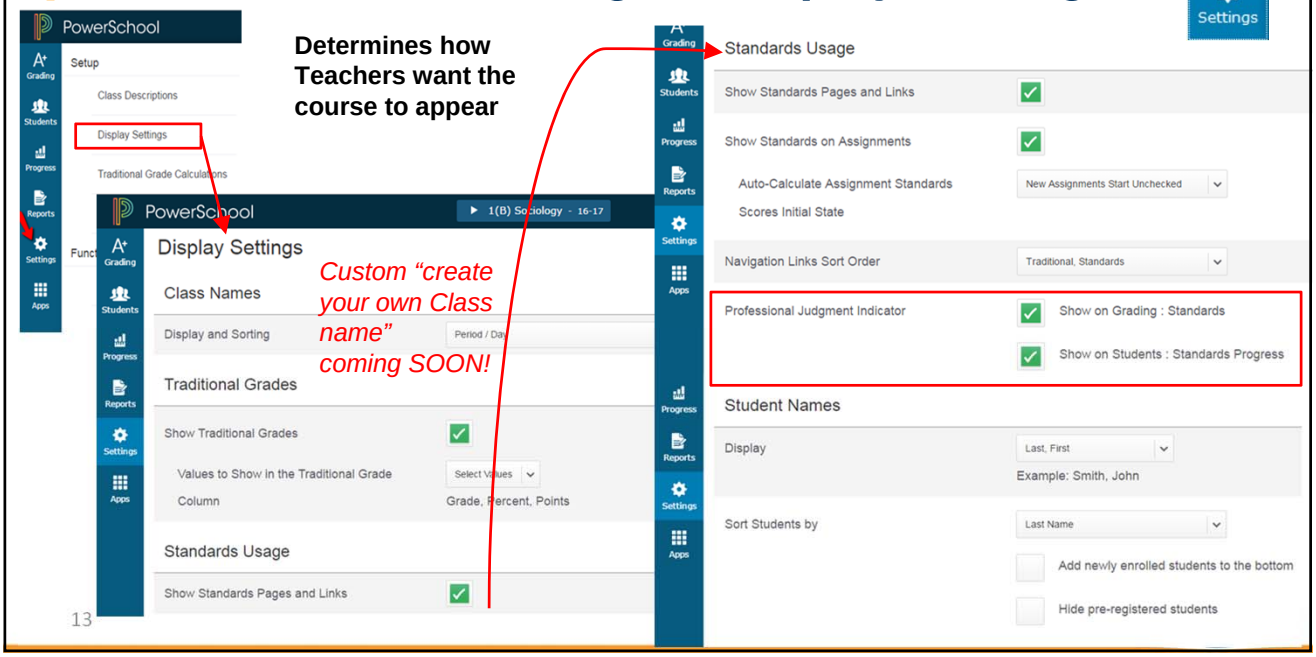
HOME BASE

# PTPro Charms - Settings > Display Settings

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# Teacher-Level Grading Preferences

- Teachers may configure traditional grade calculations for each section they teach, and may have access to edit Term weights and dropped score preferences.

- Teachers may configure standards grades calculations for each section they teach

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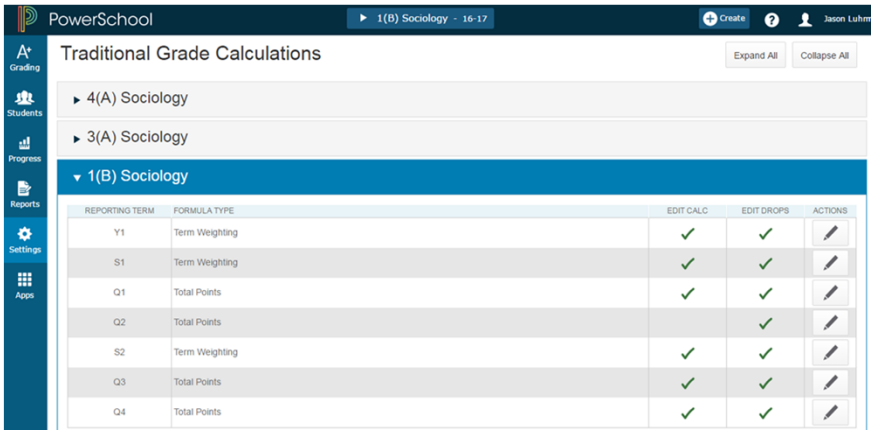
# Traditional Grade Calculation Settings

Settings

For each class, configure traditional grade calculations for each reporting term (permission to edit required from the district or school).



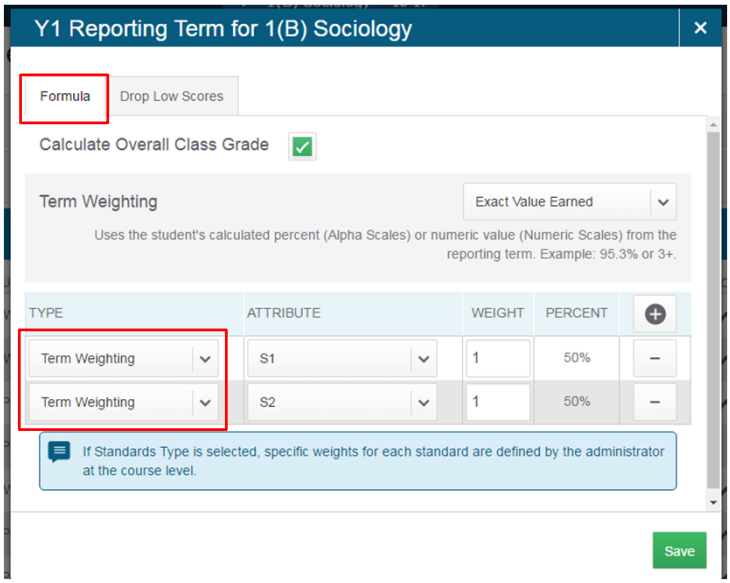

**PowerTeacher Pro > Settings > Traditional Grade Calculations**



HOME BASE

# How to Edit a Calculation

Settings

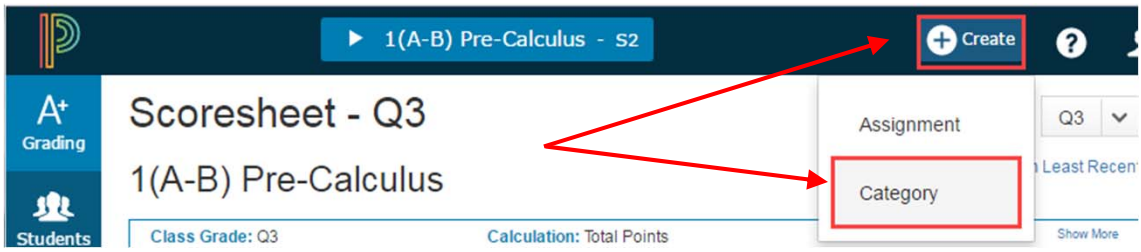



**PowerTeacher Pro > Settings > Traditional Grade Calculations > Select a Class > Actions**



HOME BASE

# Creating Categories - Teachers




- Teachers can create categories for assignments - **Open PTPro > click the Create button**.
- District may set this in PowerSchool at LEA level -
  **District > PowerTeacher Pro Settings > District Categories for Teachers**.
  Use this page to configure assignment categories in PowerTeacher Pro.

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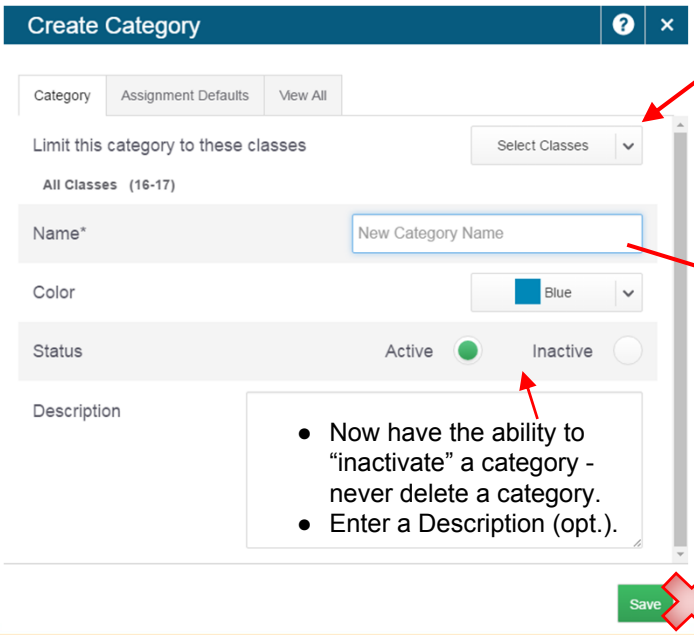
HOME BASE

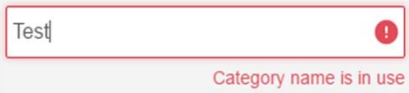
# Creating Categories - Category Tab




- Now have the ability to "inactivate" a category - never delete a category.
- Enter a Description (opt.).

Teachers have the ability to create a Category set as available in one, some, or all of their classes by using this dropdown selection.

If a category name already exists - you'll receive an "in use" message




Don't save yet - navigate to **Assignment Defaults** tab.

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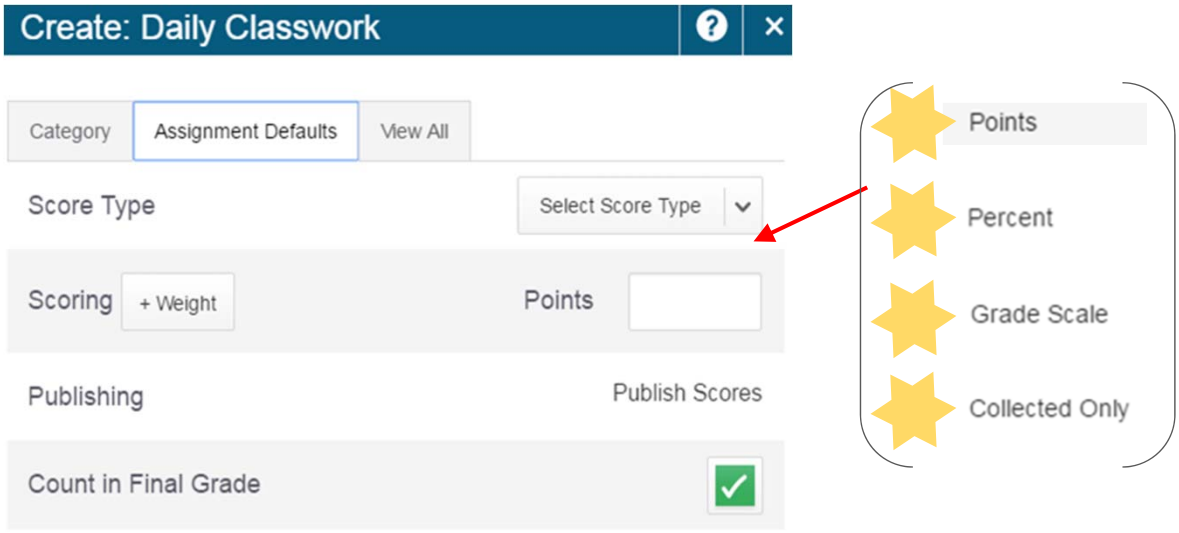
HOME BASE

# Creating Categories - Assignment Defaults Tab




By Default this is set to POINTS - options under Select Score Type drop down

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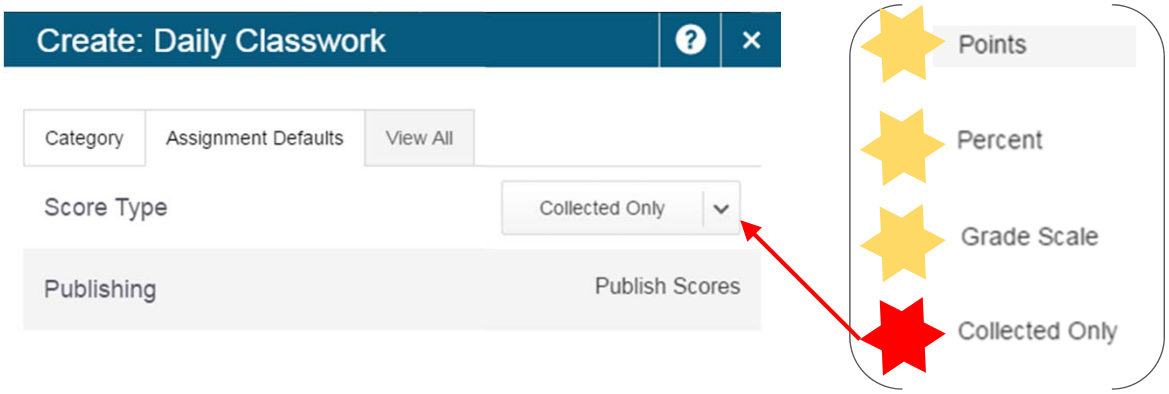
HOME BASE

# Assignment Defaults - Collected Only Score Type




Record all scores using the collected score indicator. This type has no score value and therefore does not count toward the final grade.

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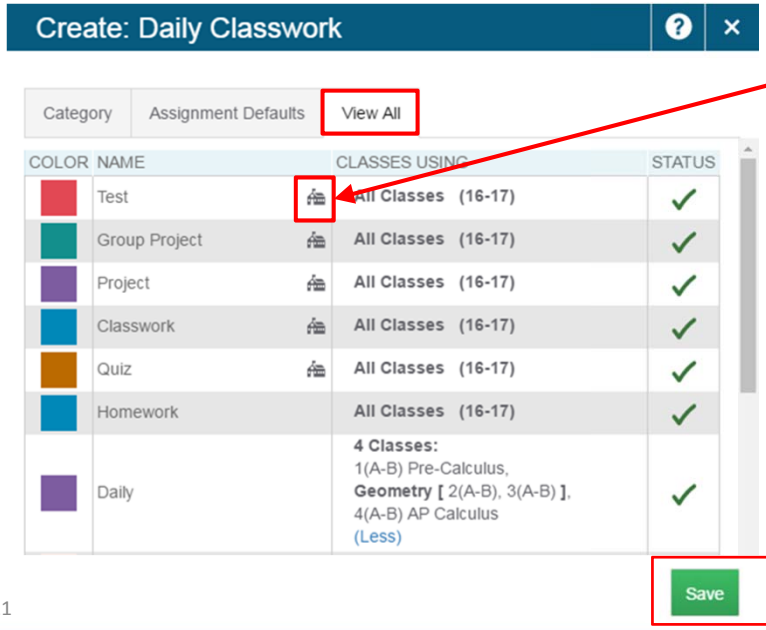
HOME BASE

# Create Category - View All Tab




The *School House* icon is an indicator that the category has been created at the district.

If your district has pushed categories to the school, they are probably being used in grading calculations.

Do not delete or inactivate a district category.

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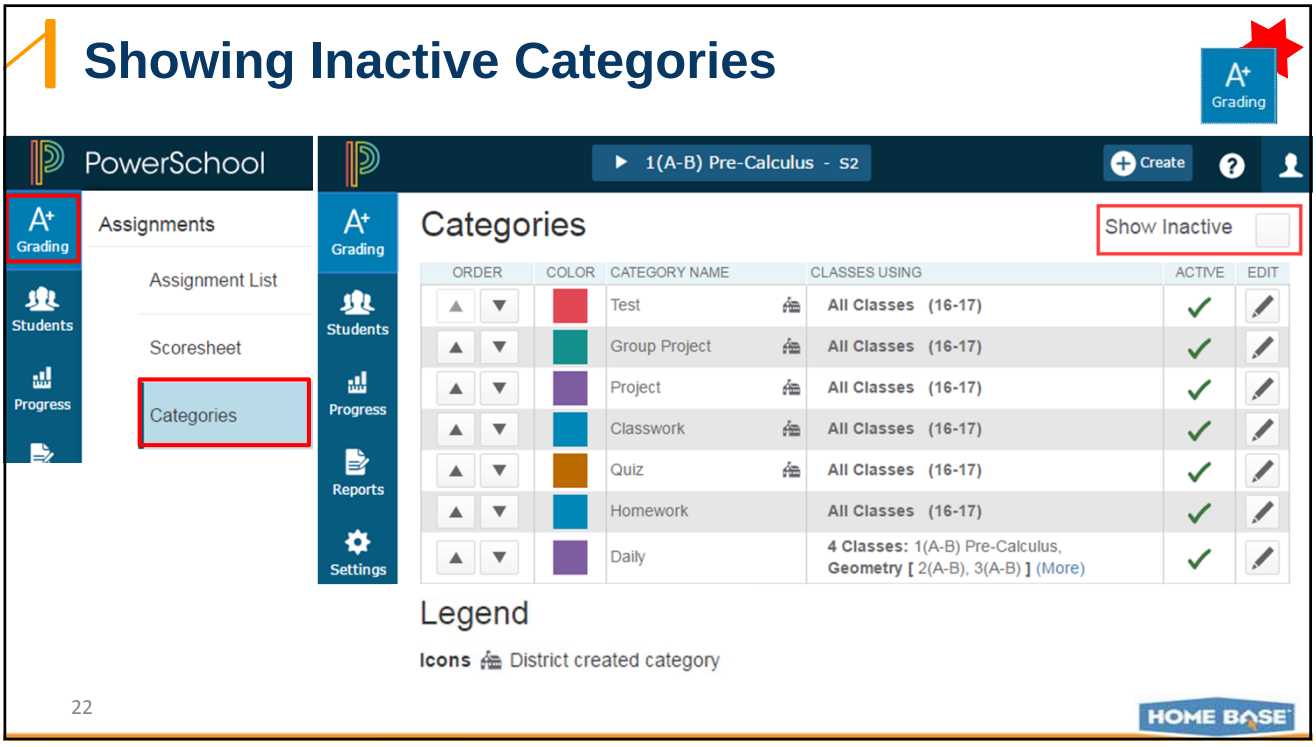
HOME BASE

# Showing Inactive Categories

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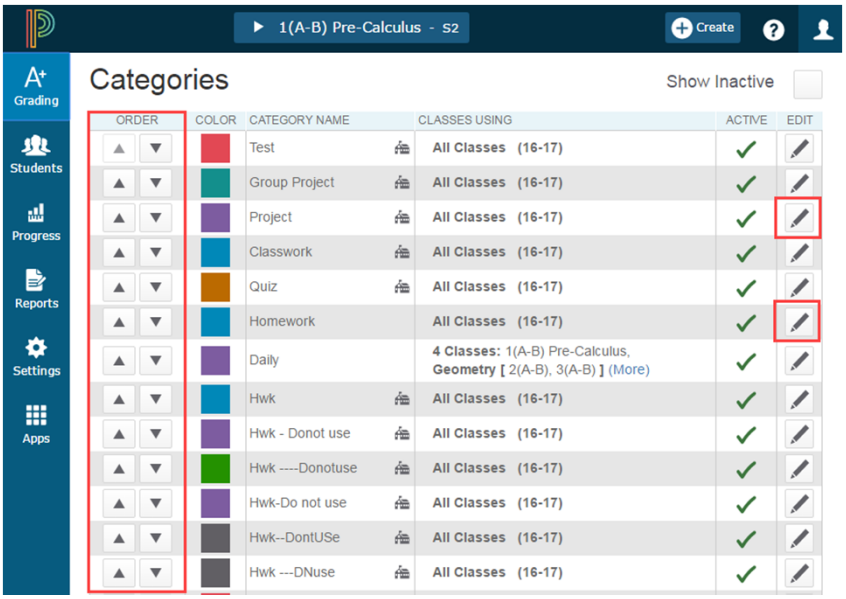
HOME BASE

# Editing Categories

Click the up or down triangles to move the categories in the order you wish to see them




When editing a District made category - the color, name, and description can NOT be changed - but the scoring options settings can

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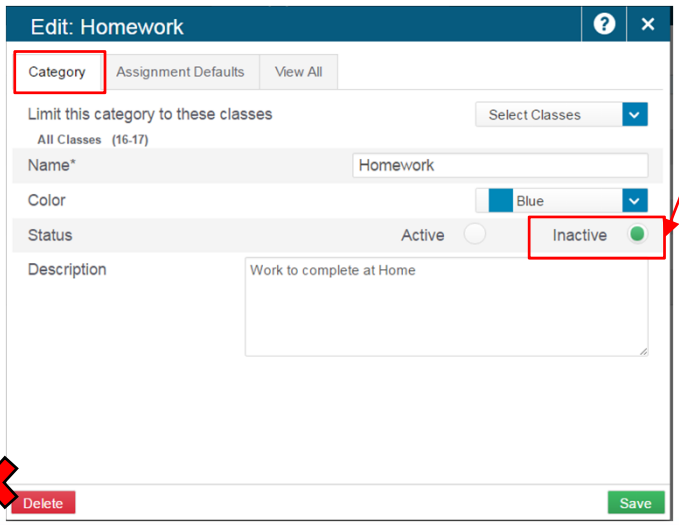
HOME BASE

# Deleting Categories

## Inactivate Categories




Click the pencil to Edit the category - Set the bullet on **Inactive**

- Submit

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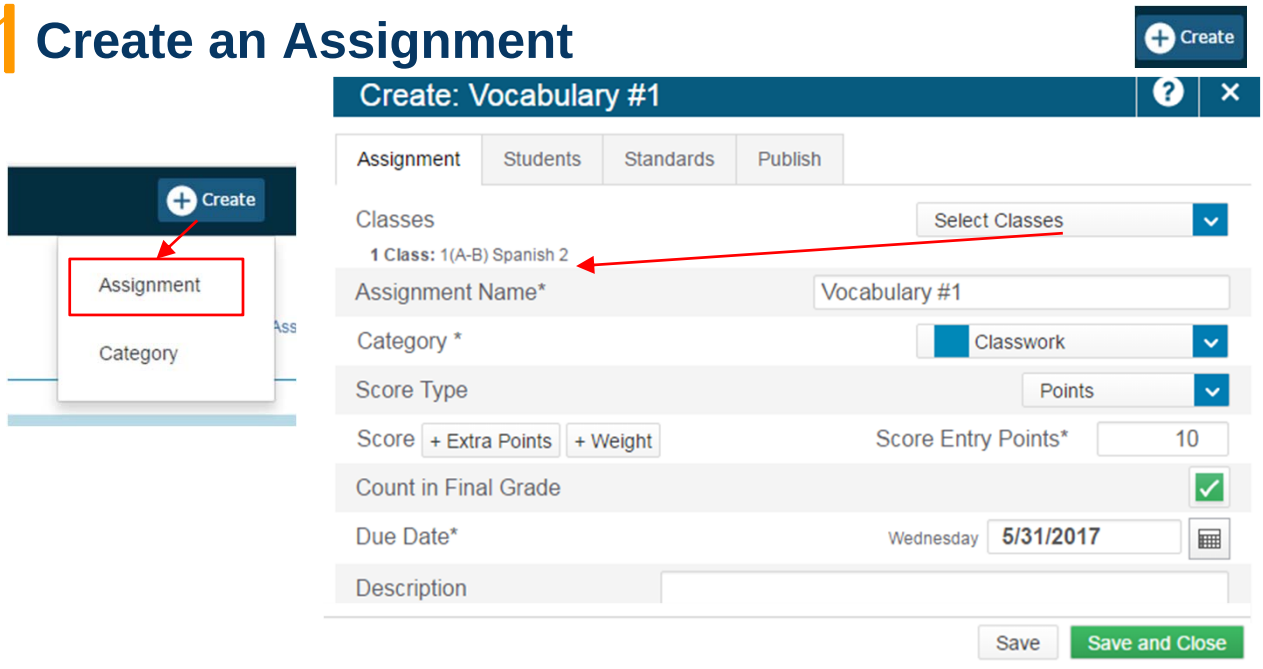
HOME BASE

# Create an Assignment

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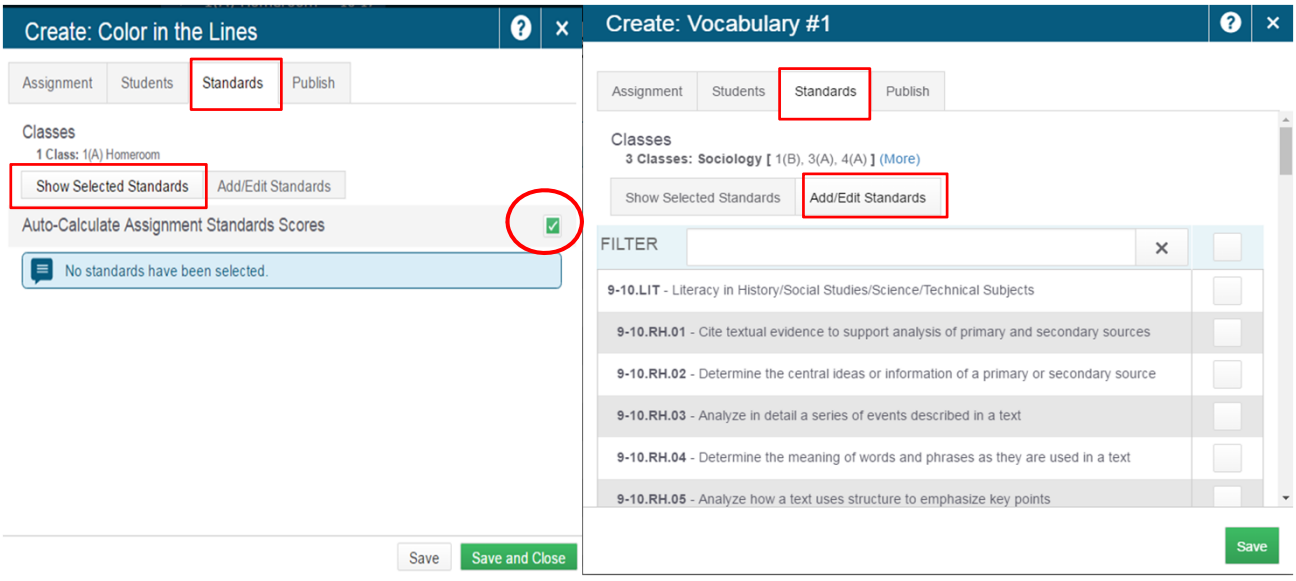
HOME BASE

# Create an Assignment - Standards Tab

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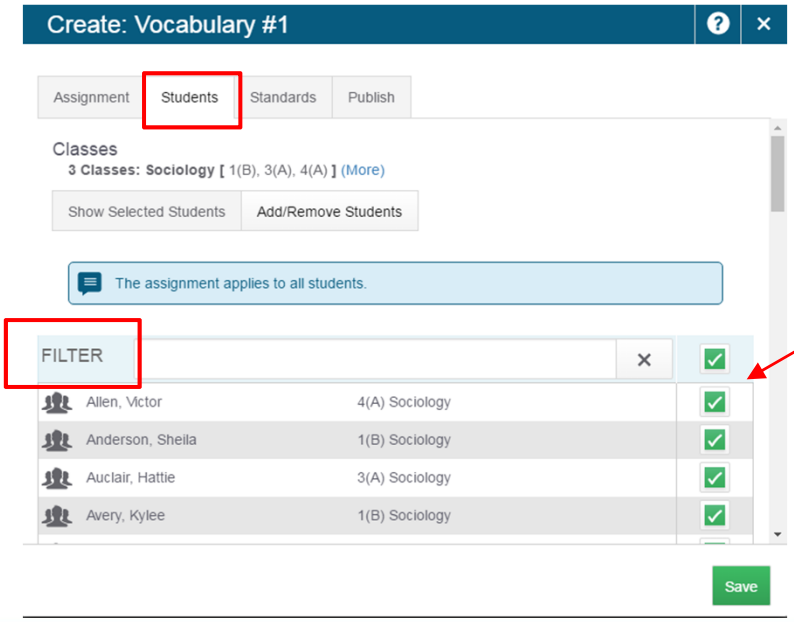
HOME BASE

# Create an Assignment - Students Tab



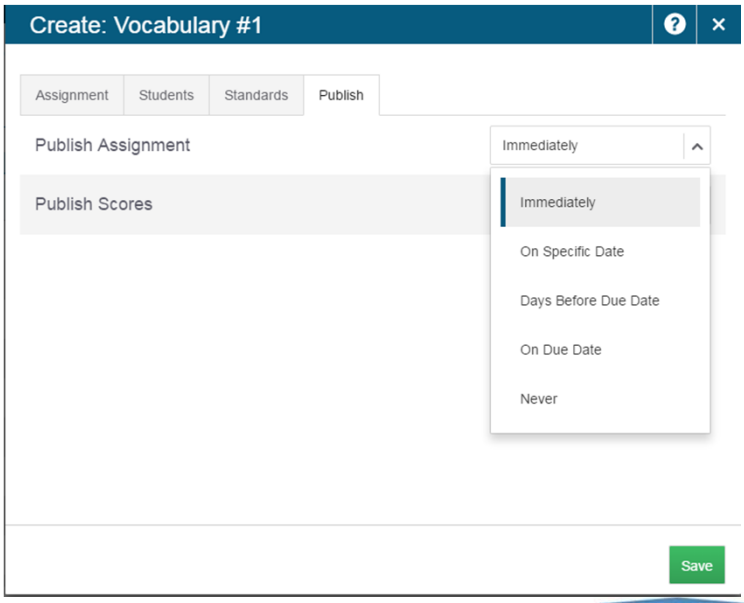

Only students with checked boxes will see the assignment.



# Create an Assignment - Publish Tab

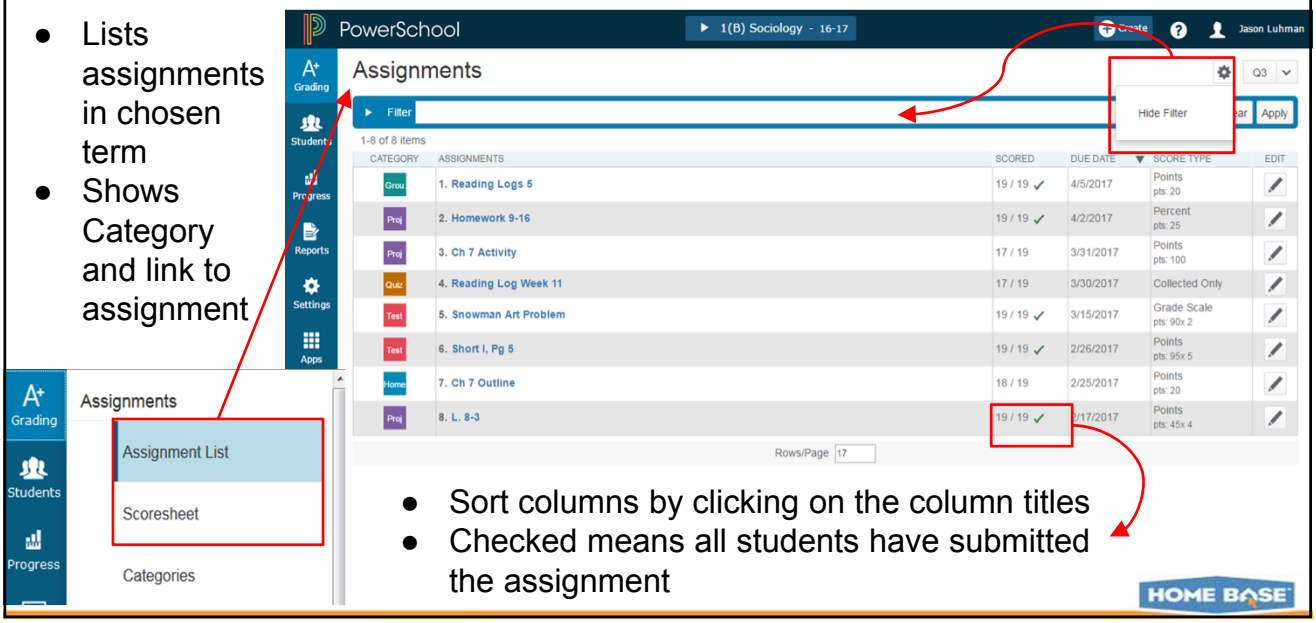
Select the Publish tab to set when the assignment will be shared with parents and students on the PowerSchool Student and Parent portal.

Use the Publish Assignments menu to choose when the assignments will be published. Select the Publish Scores checkbox to share the assignment score.



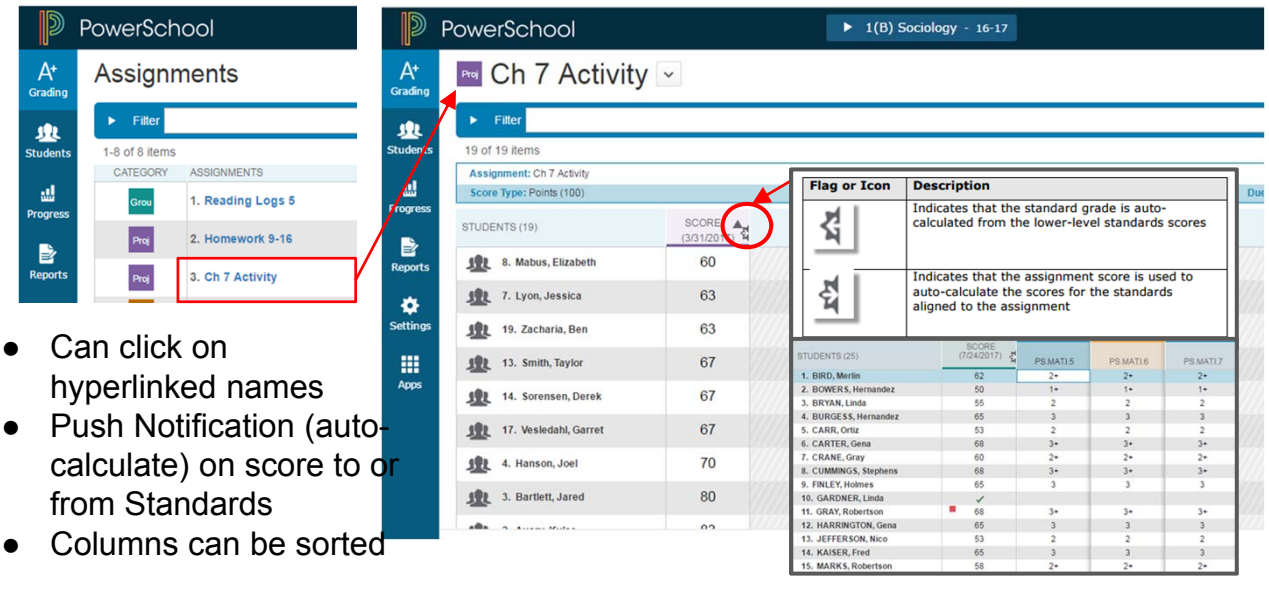
# Working with Assignments

- Lists assignments in chosen term
- Shows Category and link to assignment




- Sort columns by clicking on the column titles
- Checked means all students have submitted the assignment

# Assignment List




- Can click on hyperlinked names
- Push Notification (auto-calculate) on score to or from Standards
- Columns can be sorted

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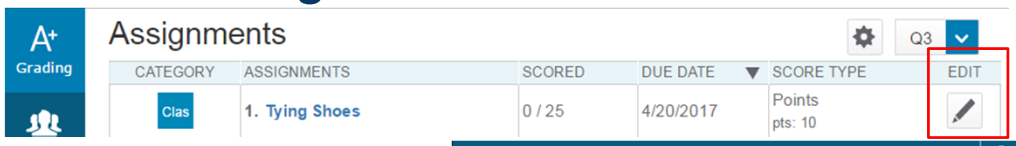
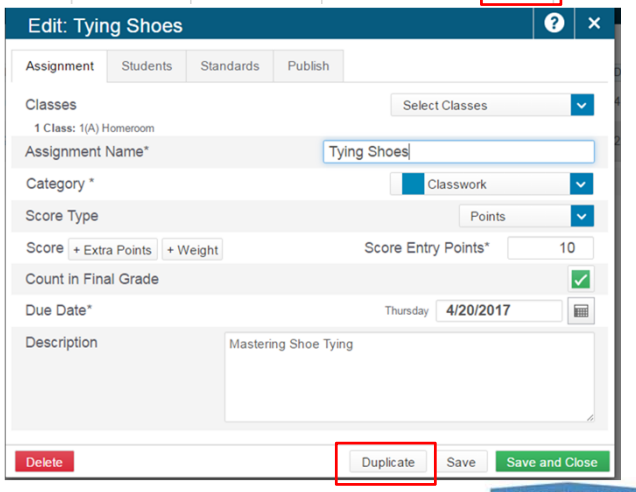
# Duplicate an Assignment




Select the Edit icon next to the assignment name on the Assignments Lists page.

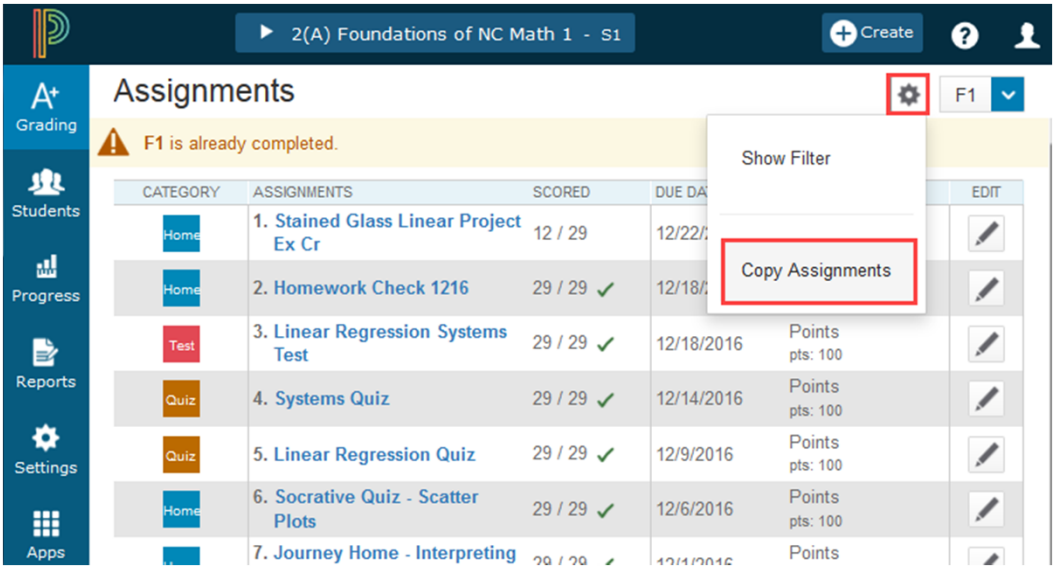
Select Duplicate. The Assignment Name is automatically highlighted, and is appended with a number.

Edit the assignments details and click Save. You can immediately begin scoring the new assignment by selecting Score Assignment at the top of the screen.

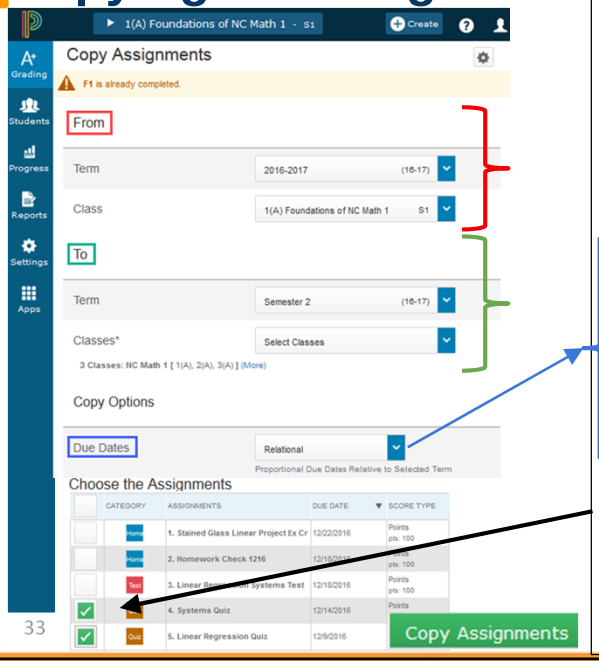





# Copying an Assignment



# Copying an Assignment

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Select the term and class from where you want to copy the assignment(s).

Select the term and class(es) where you want the assignment(s) copied to.

Choose how the due dates of the newly copied assignments should be created.

Exact - uses same date as existing assignment

Relational - creates a date the same number of days from the existing assignment term in the next term. (Ex: existing assignment created 10 days from beginning of the term -- system will calculate a date 10 days from the new assignment term)

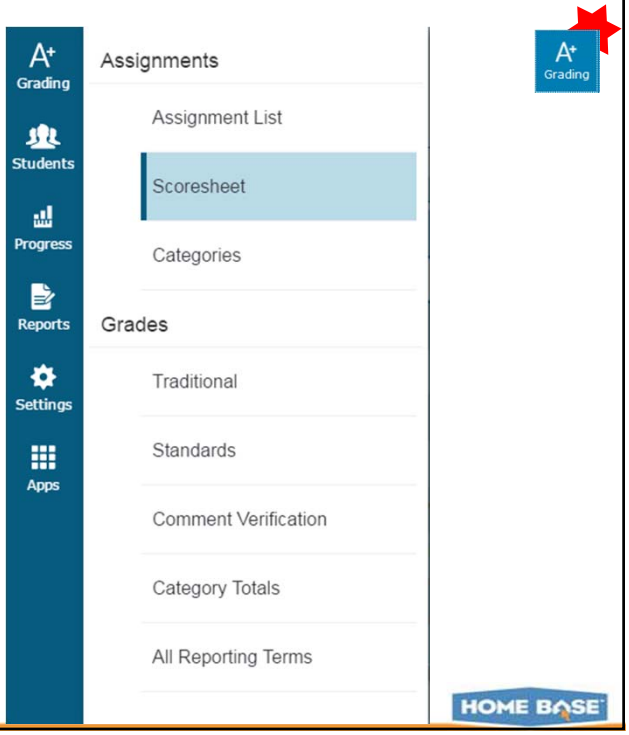
Custom - pick a due date from the calendar icon

Check the boxes of one or more assignments that you want copied.

At bottom of screen, Click 'Copy'

HOME BASE

# Assignment : Scoresheet

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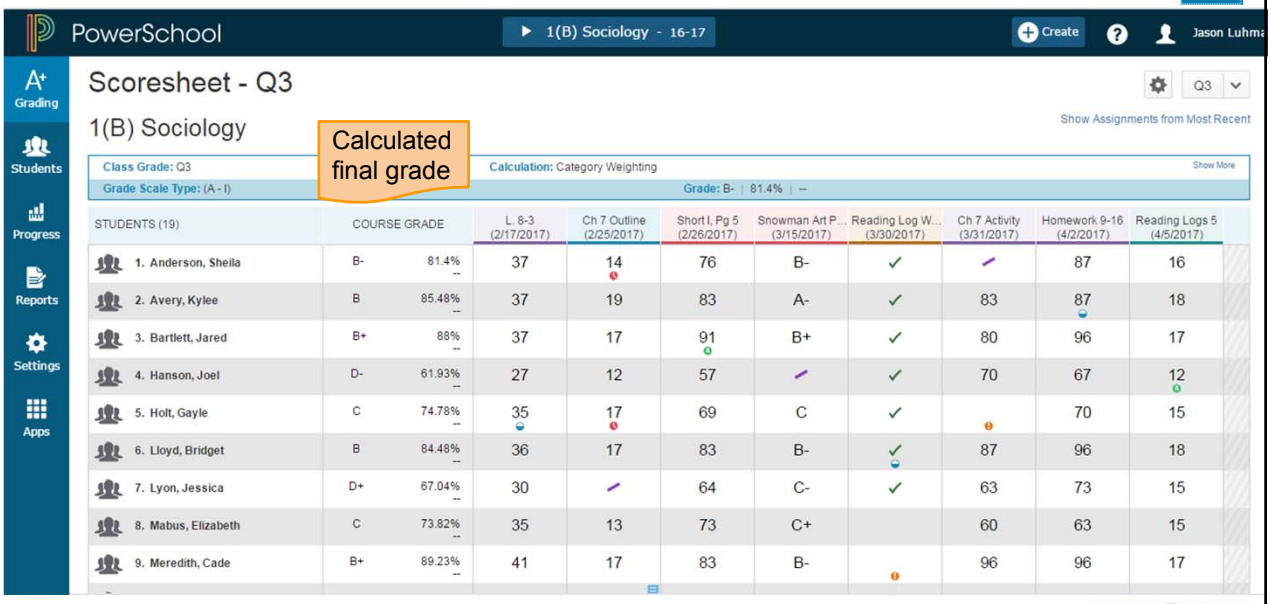
HOME BASE

# Score Sheet

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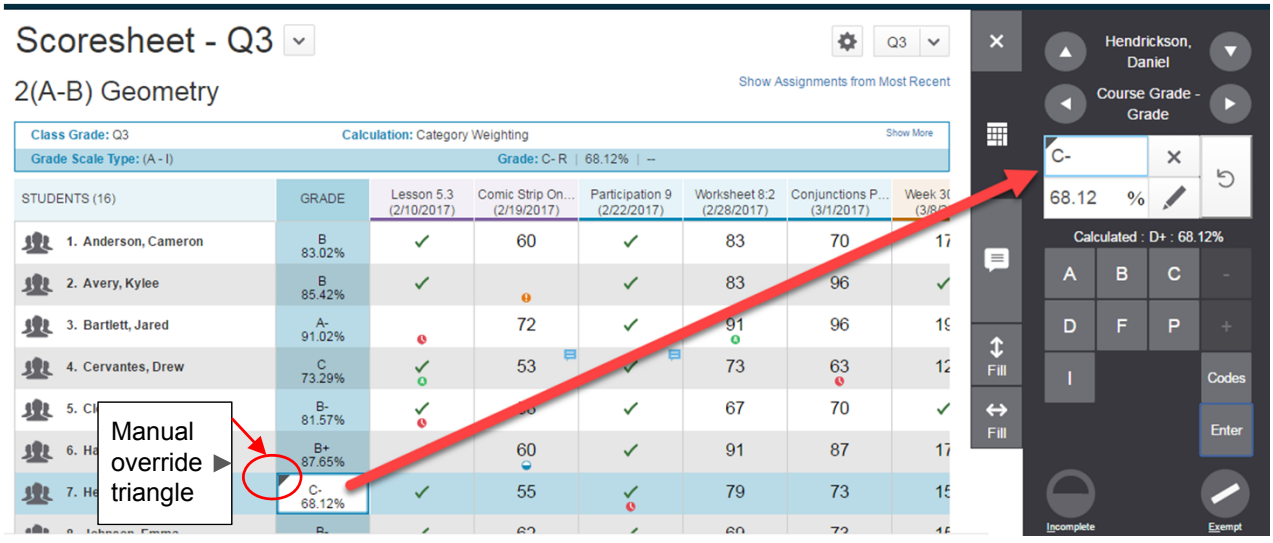
# Score Assignments

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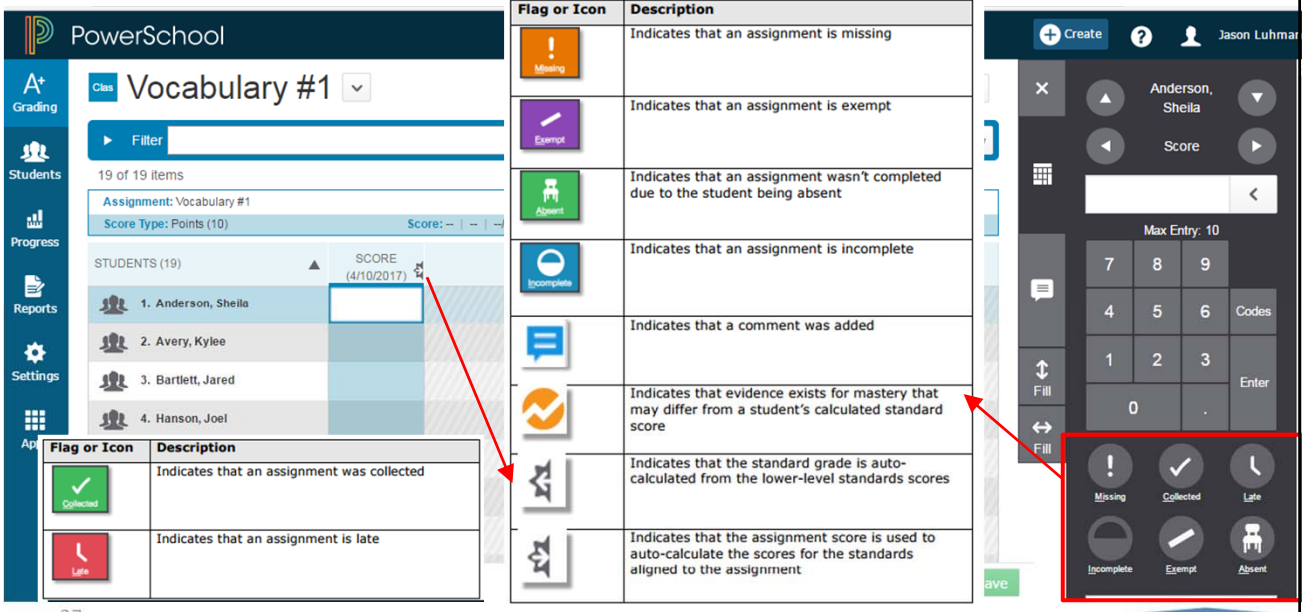
# Assignments Flags

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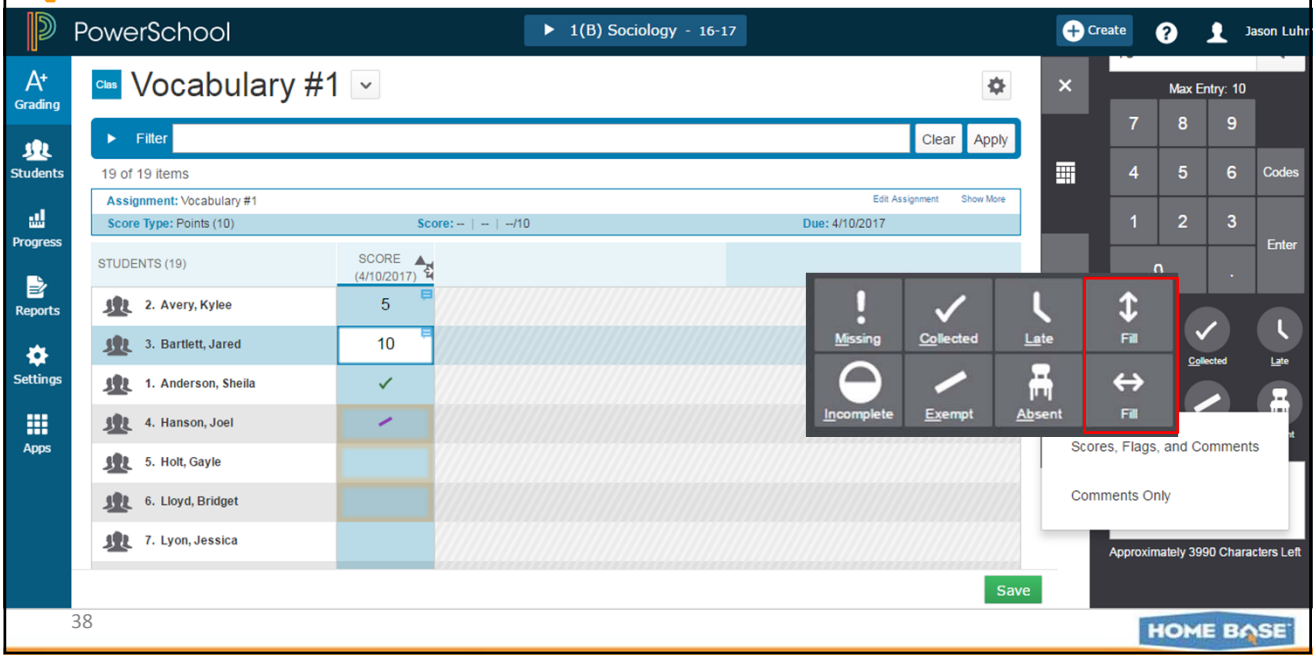
# Fill Grades, Scores or Comments

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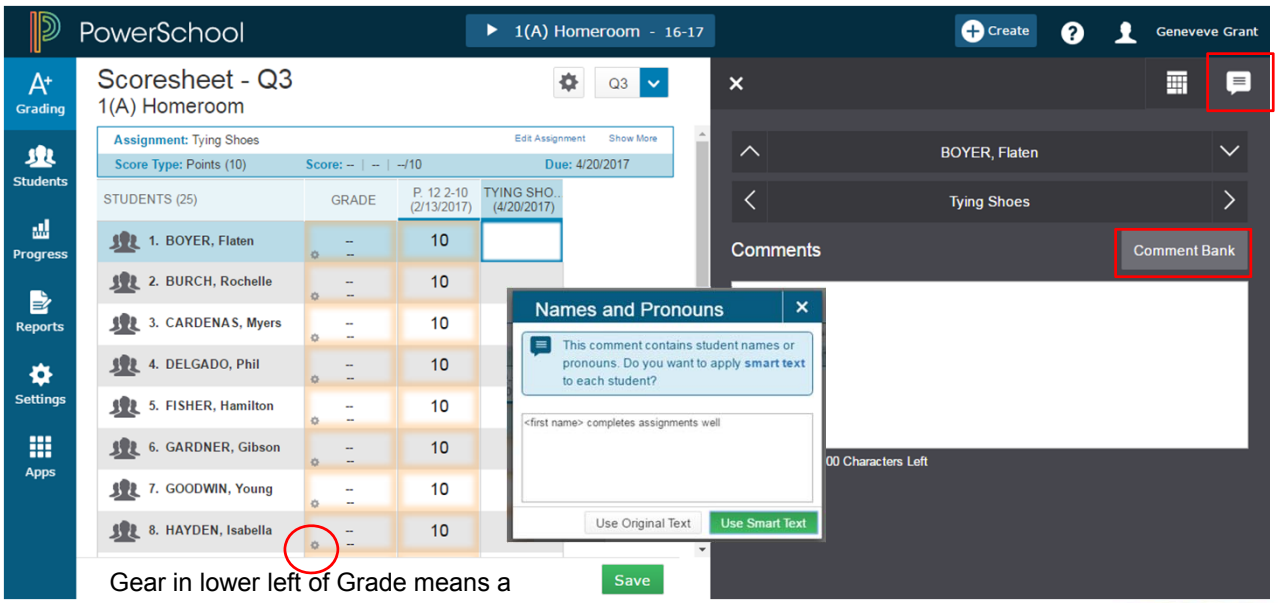
# Scoresheet Comments and Smart Text Fill




Gear in lower left of Grade means a standard grade was manually overridden

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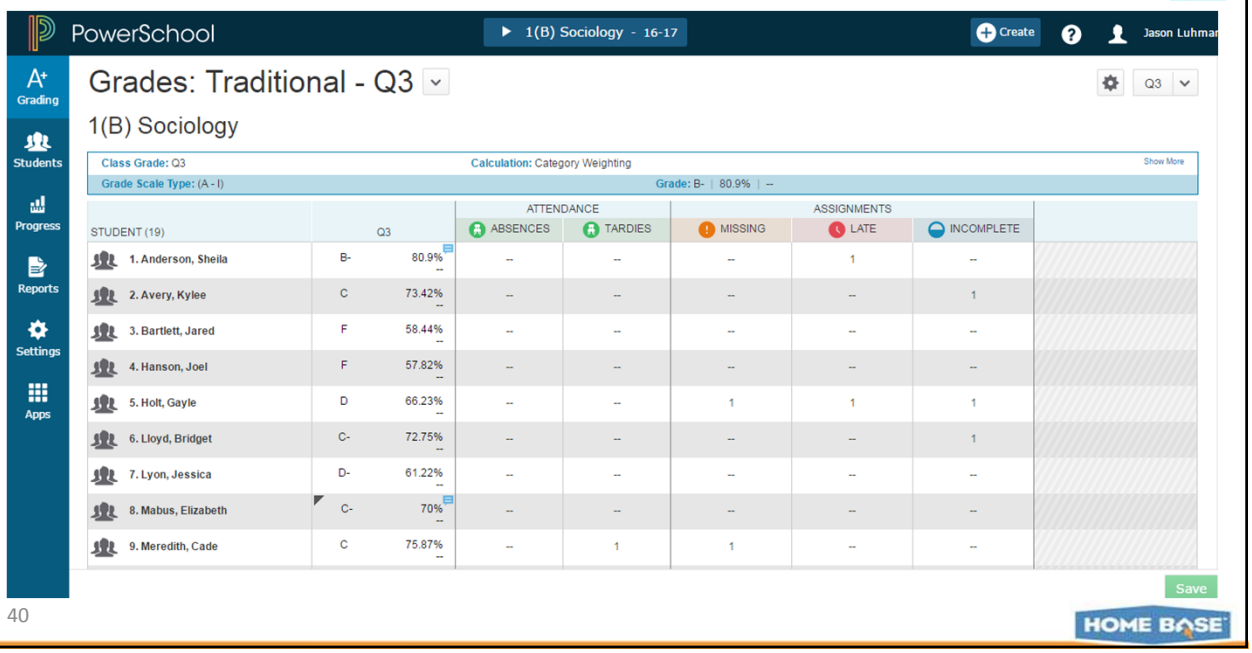
HOME BASE

# A+ Grading> Grades: Traditional

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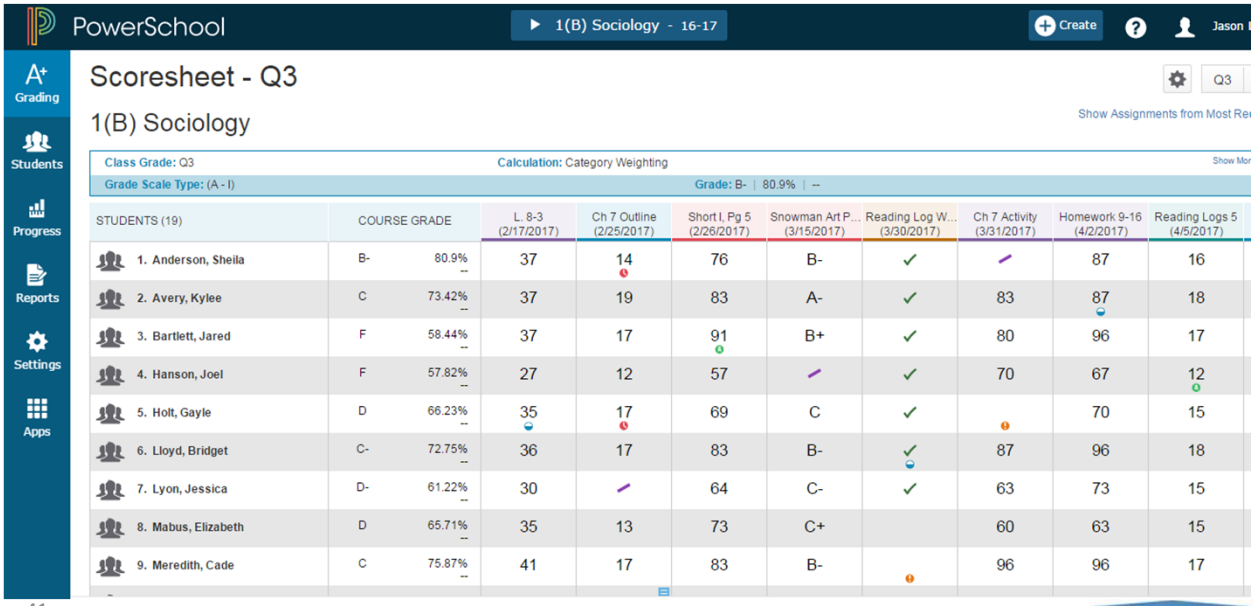
HOME BASE

# Review Flags, Tags and Icons

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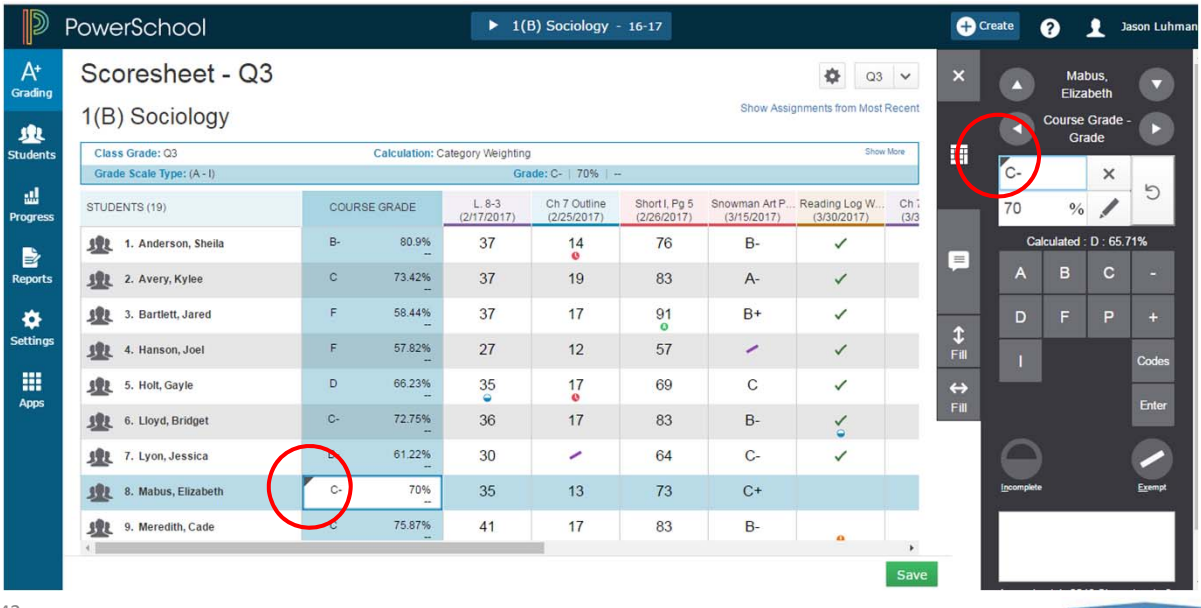
# Changed Grade Tag

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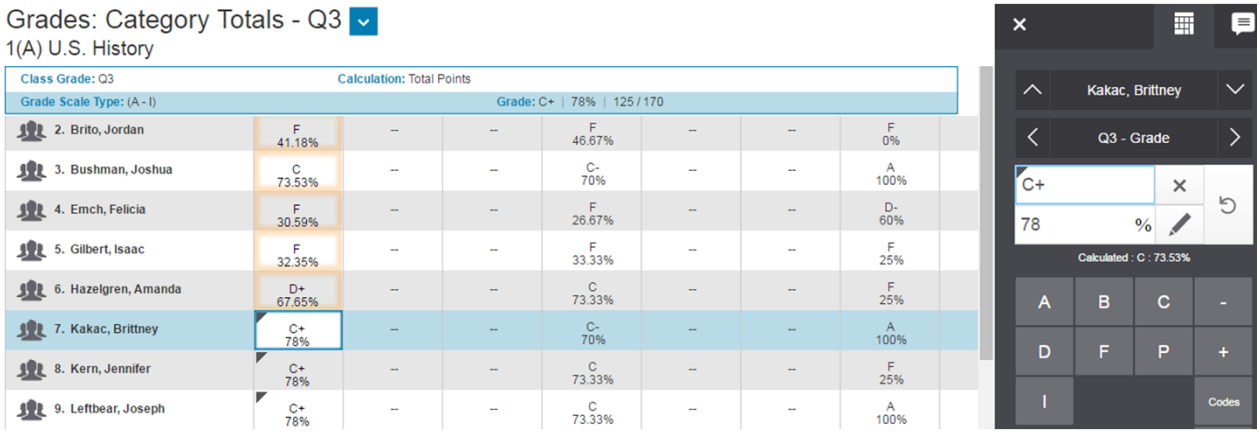
# Working with Final Grades



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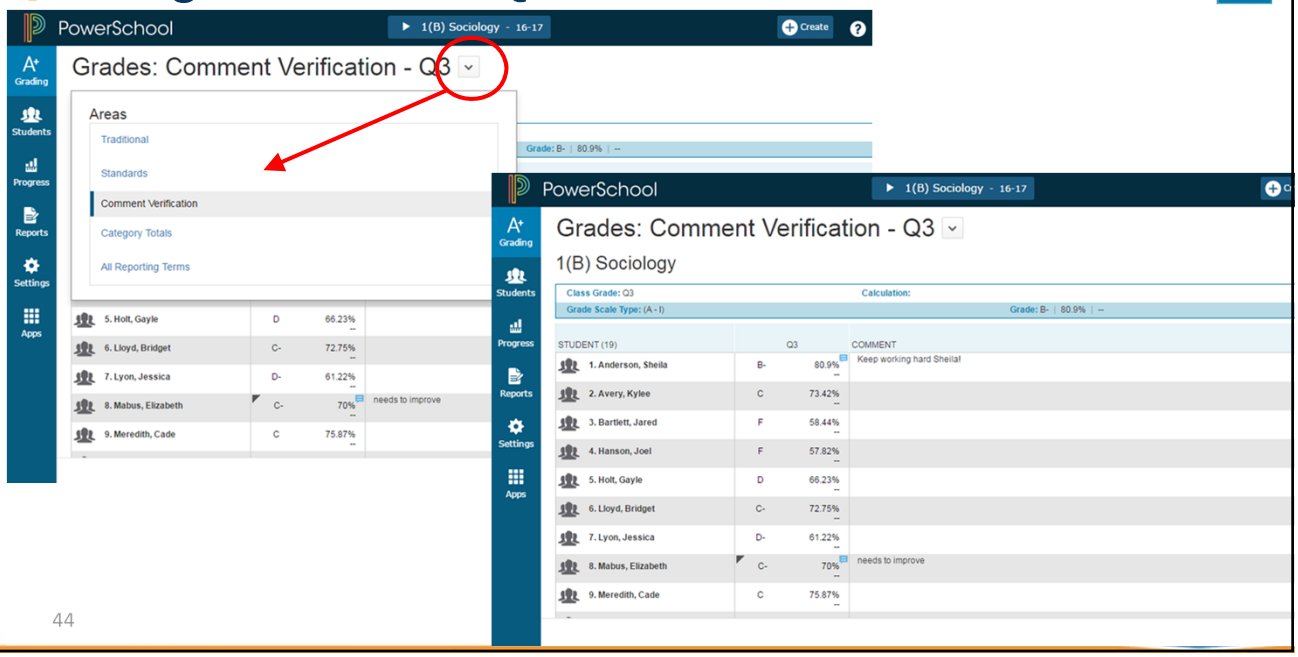
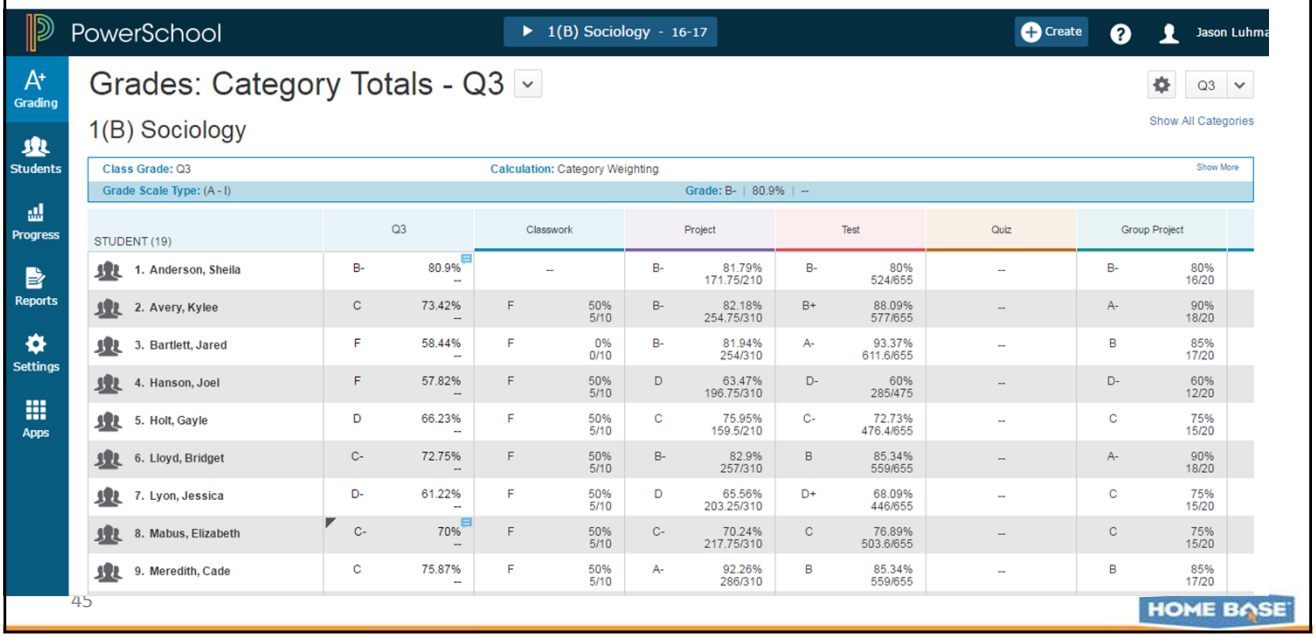
# Navigation under Quick Menu



# A+ Grading > Grades: Category Totals

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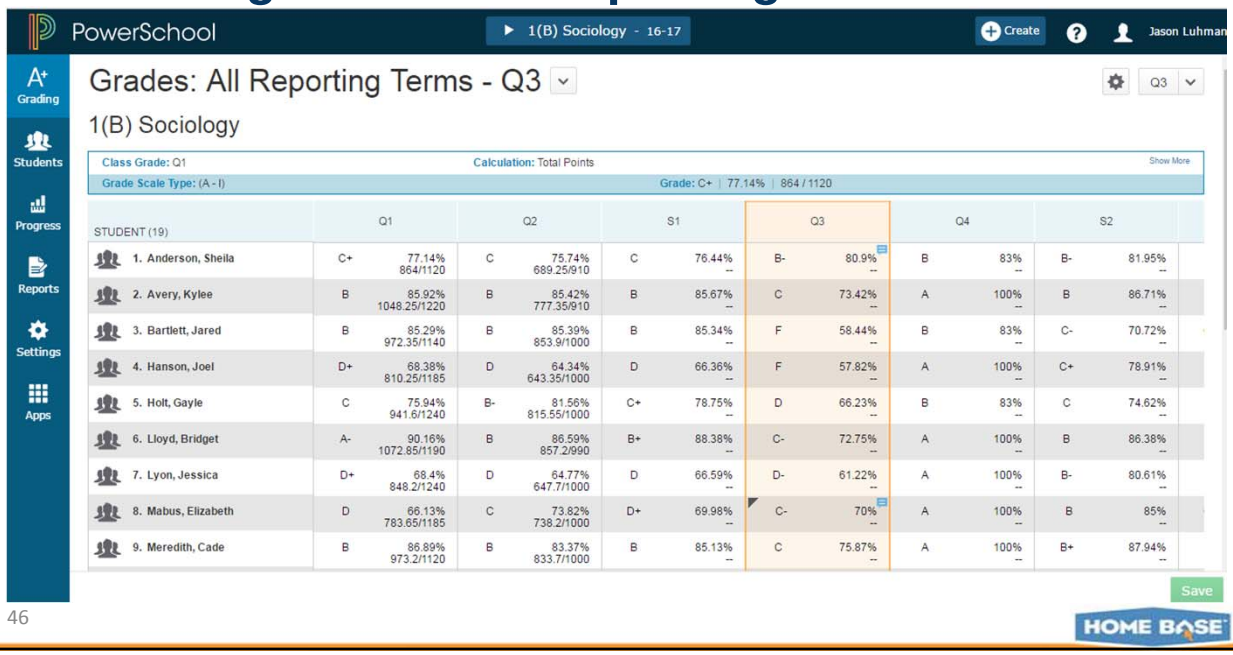
# A+ Grading > Grades: Reporting Terms

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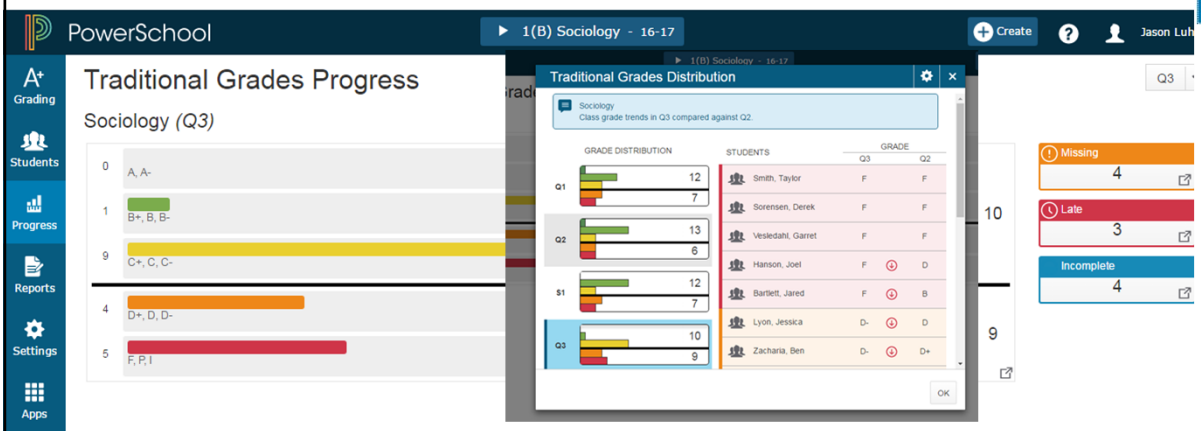
# Progress > Traditional Grades Progress




The Traditional Grades Progress screen provides a graphical view of the grade distribution across the selected class.

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

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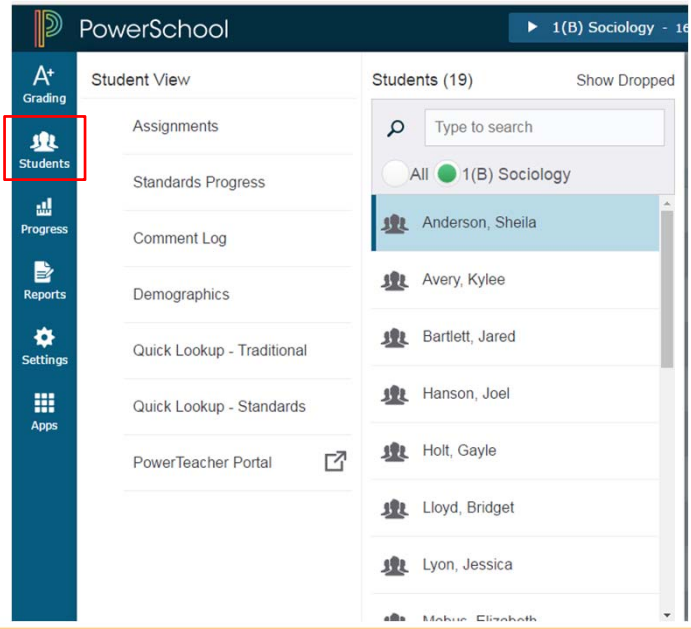
# Students Charm




- View student progress,
- Manage communication,
- Work with assignments.

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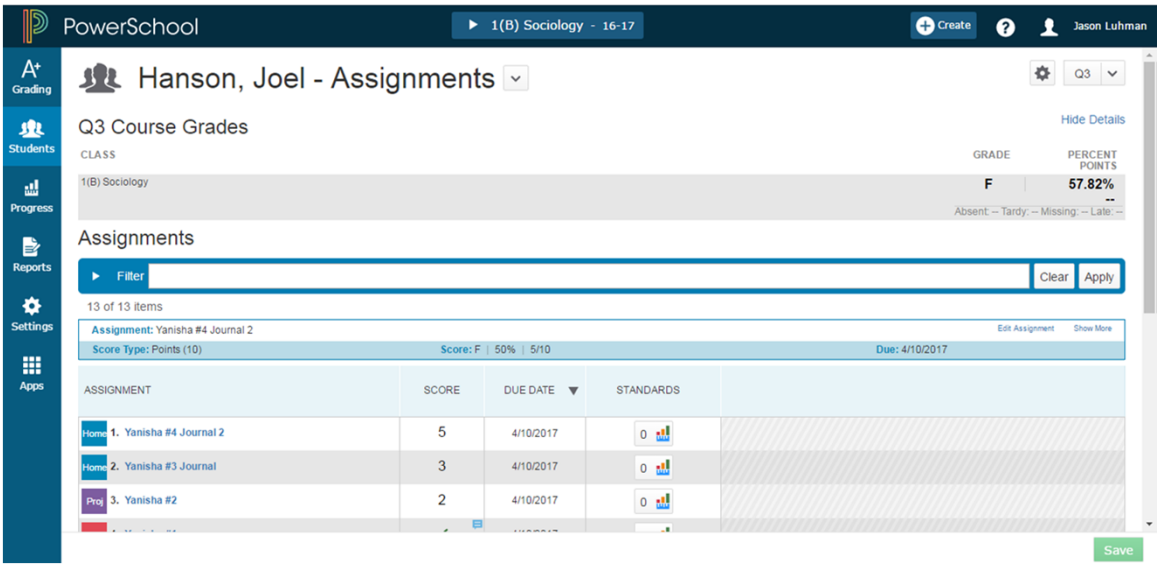
# View a single Student's Assignments



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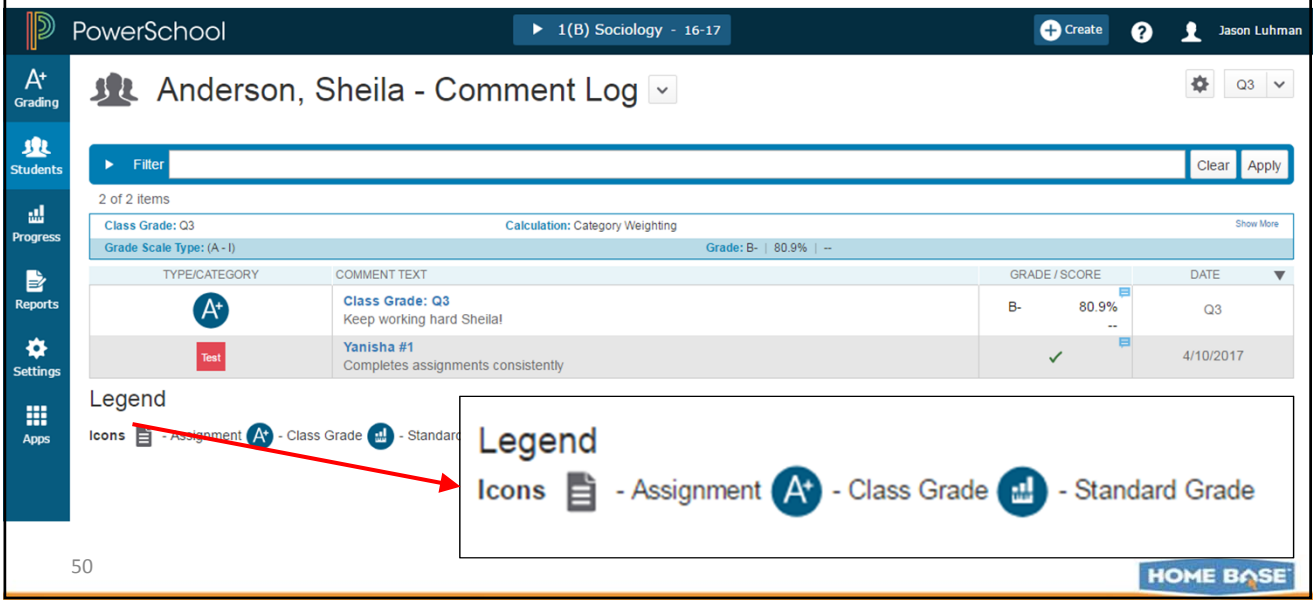
# Students - Comment Log



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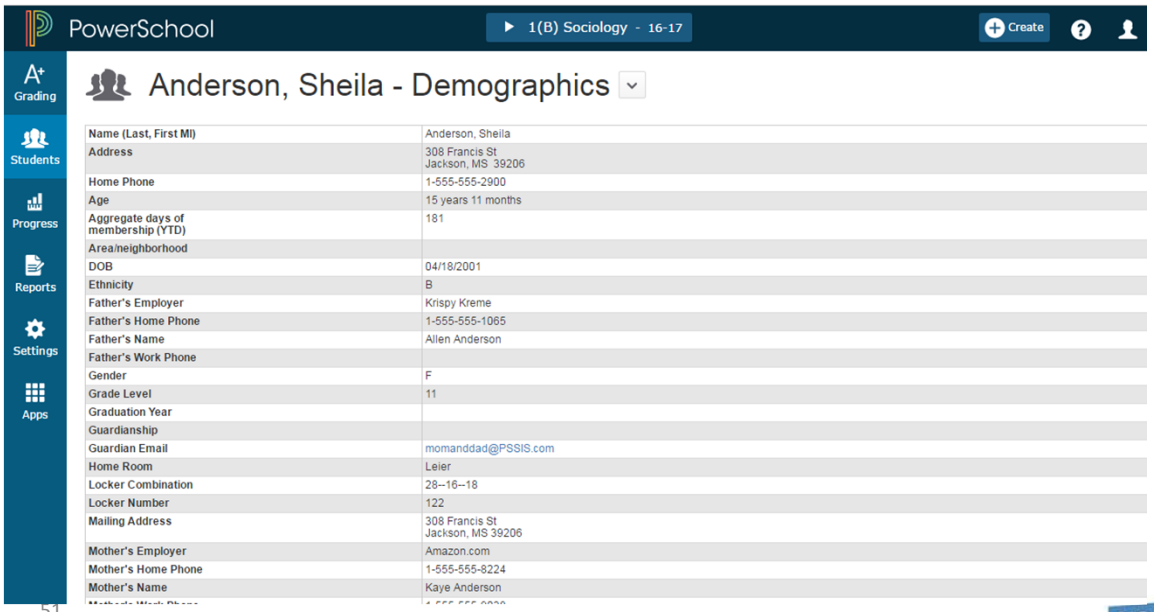
# Students > Demographics

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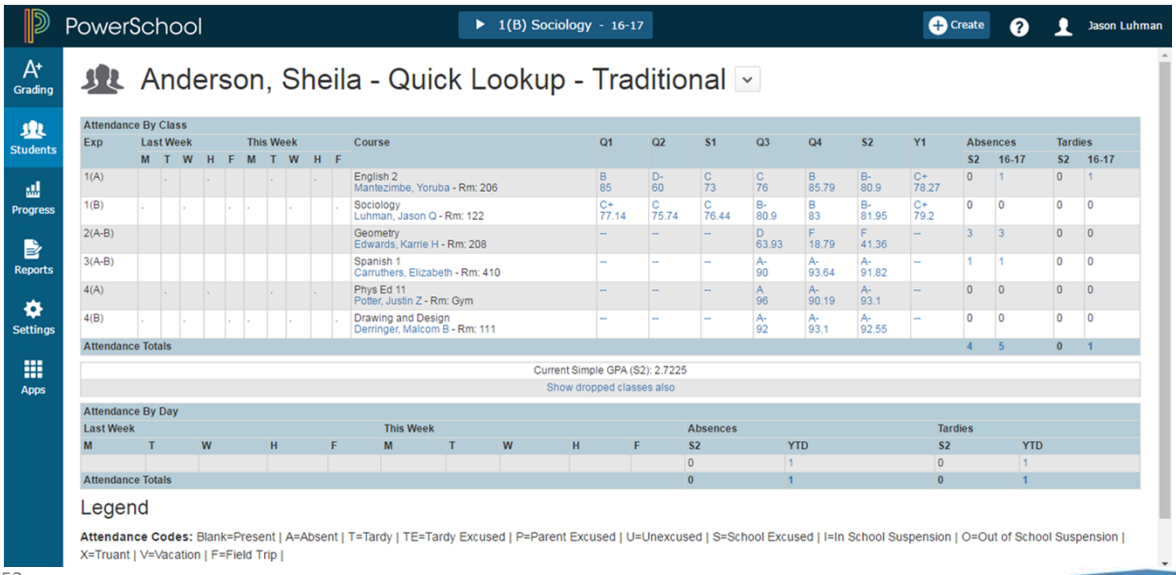
# Quick Lookup - Traditional

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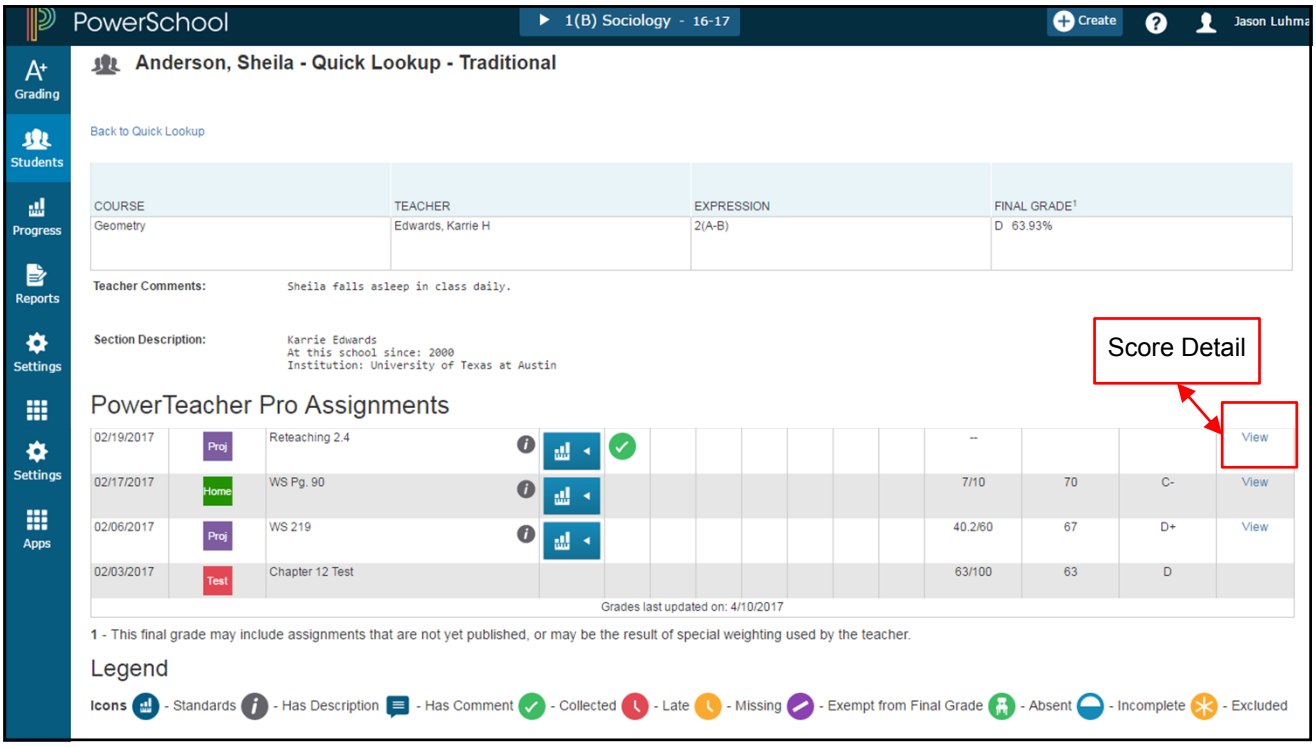
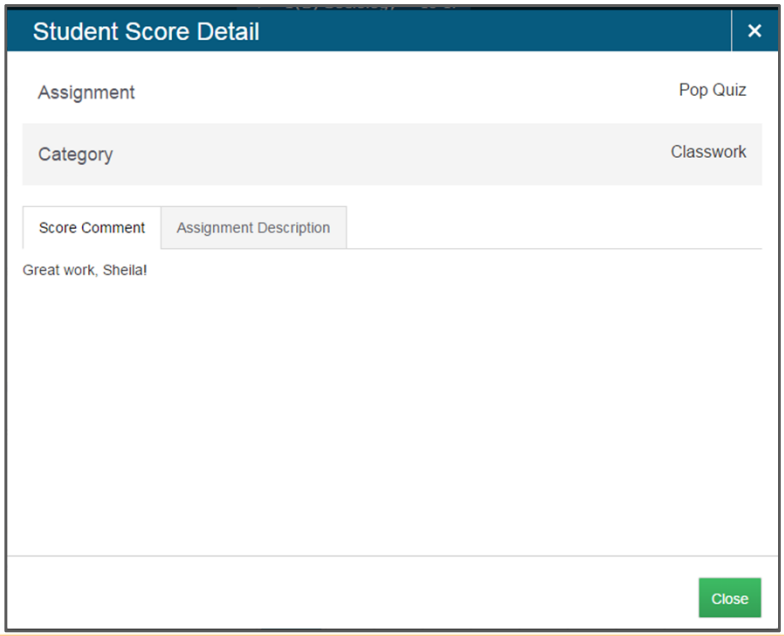
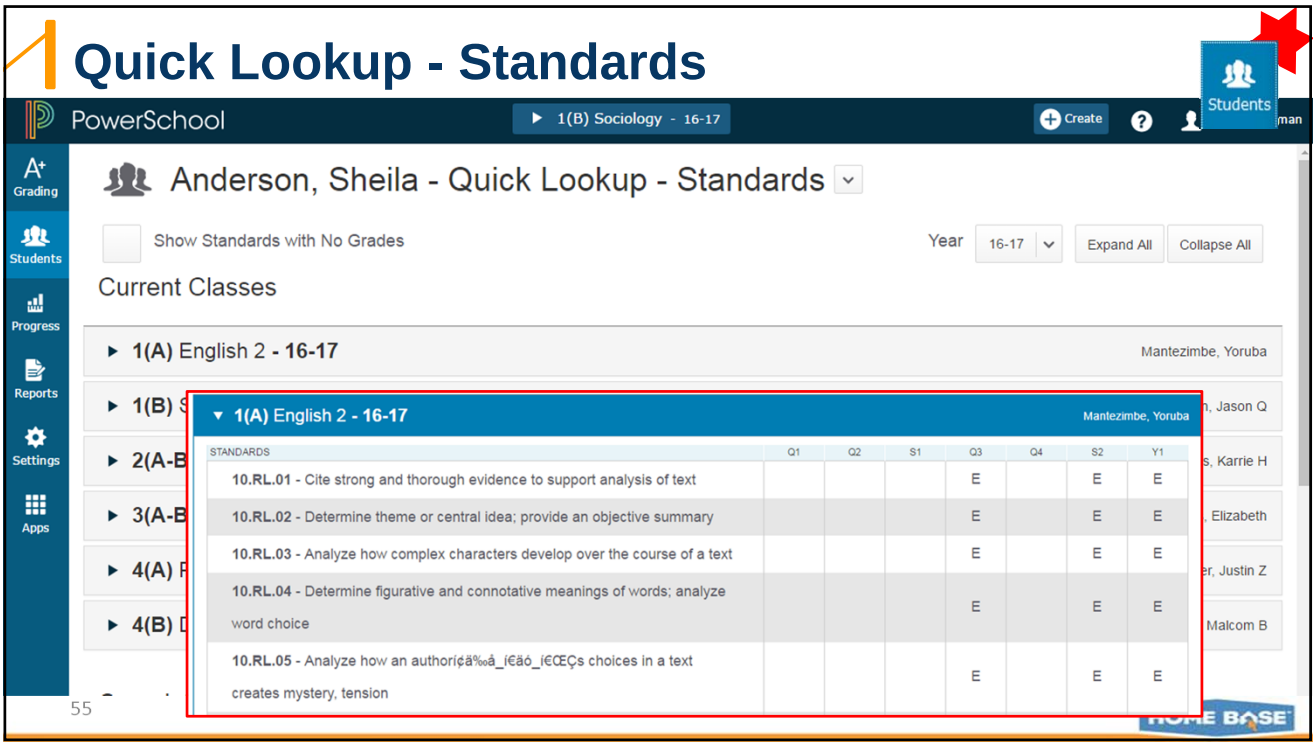


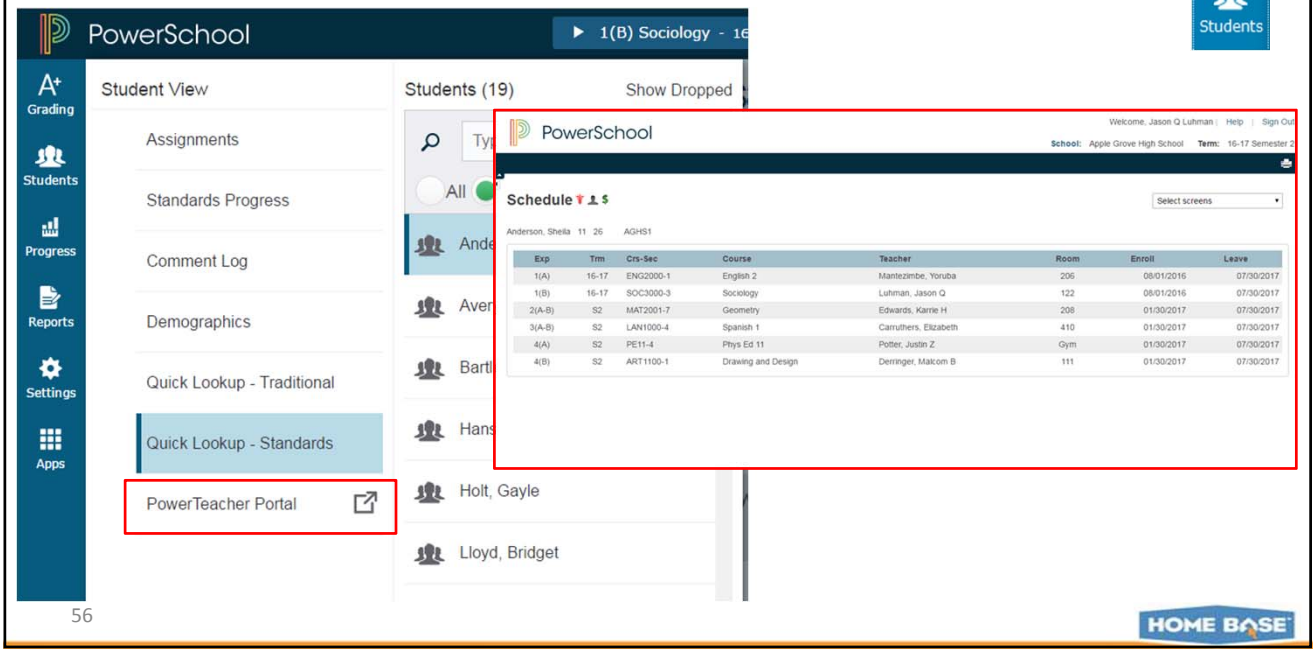

# Quick Lookup - Traditional > View Score Detail



# Quick Lookup - Standards



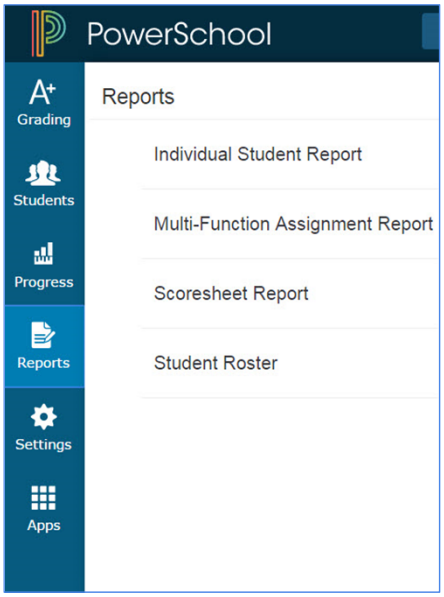

# Students > PowerTeacher Portal



# Running PowerTeacher Pro Reports

PowerTeacher Pro offers a selection of reports to assist you in daily classroom activities, as well as with assessing student performance. You can generate reports for all students who are enrolled in a class, for all students who are enrolled in all your classes, or for specific students.

**Individual Student Report**
**Multi-Function Assignment Report**
**Scoresheet Report**
**Student Roster Report**



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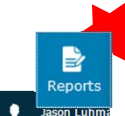
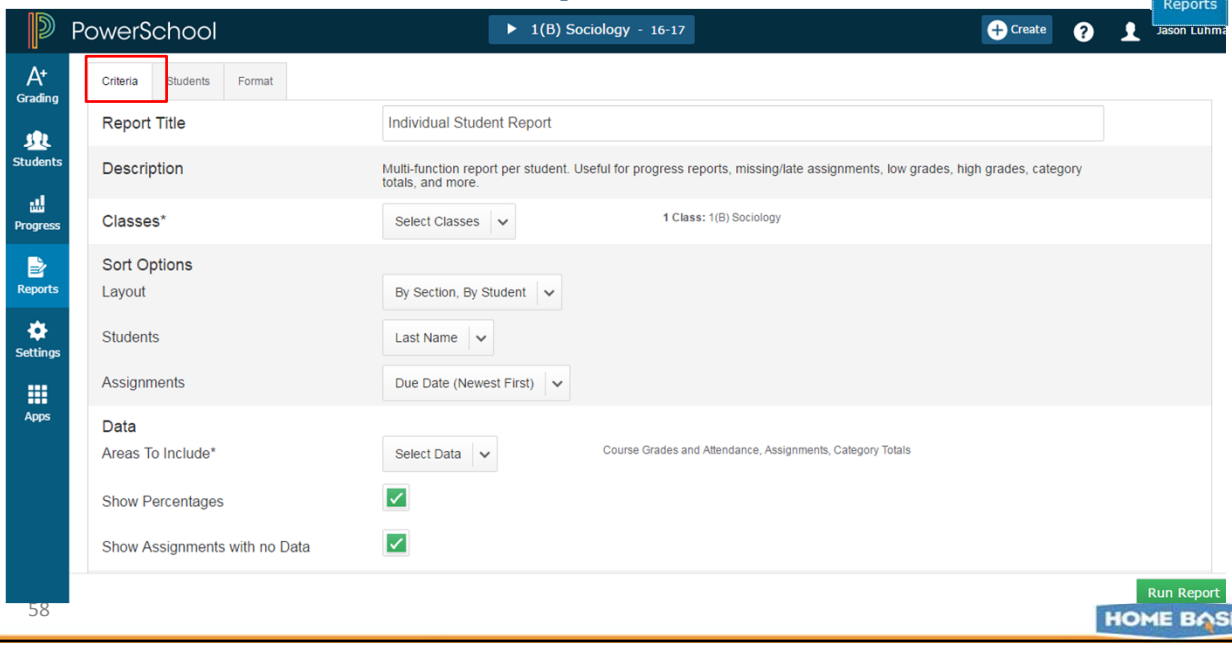
# Individual Student Report Criteria Tab



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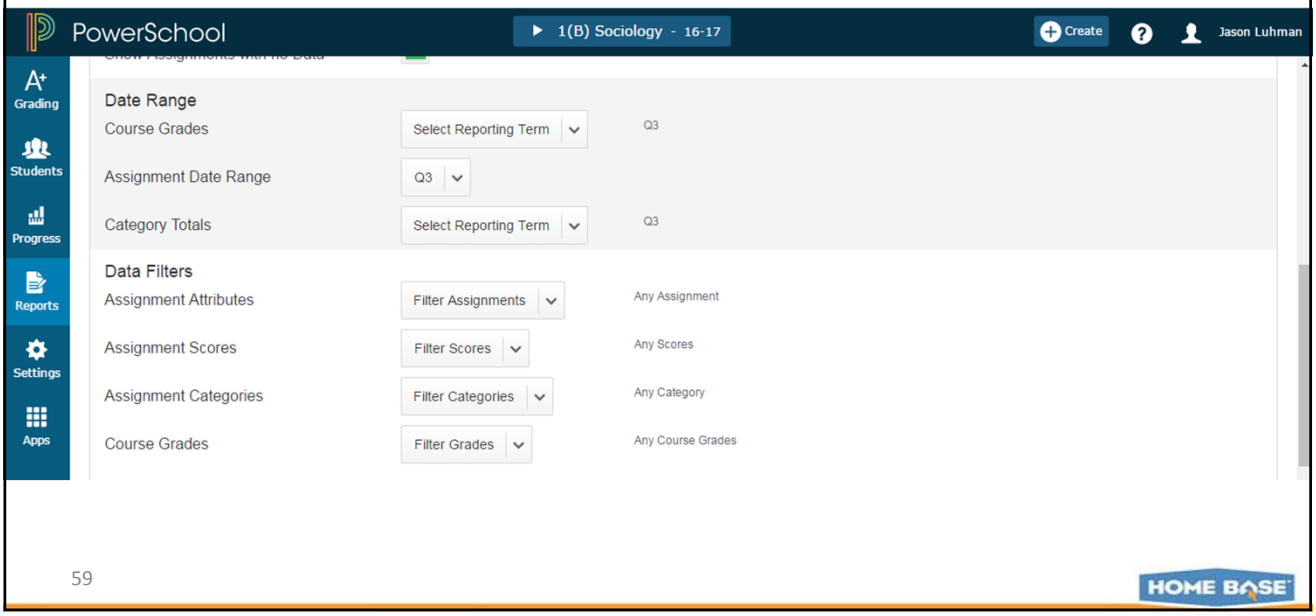
# Individual Student Report Criteria Tab

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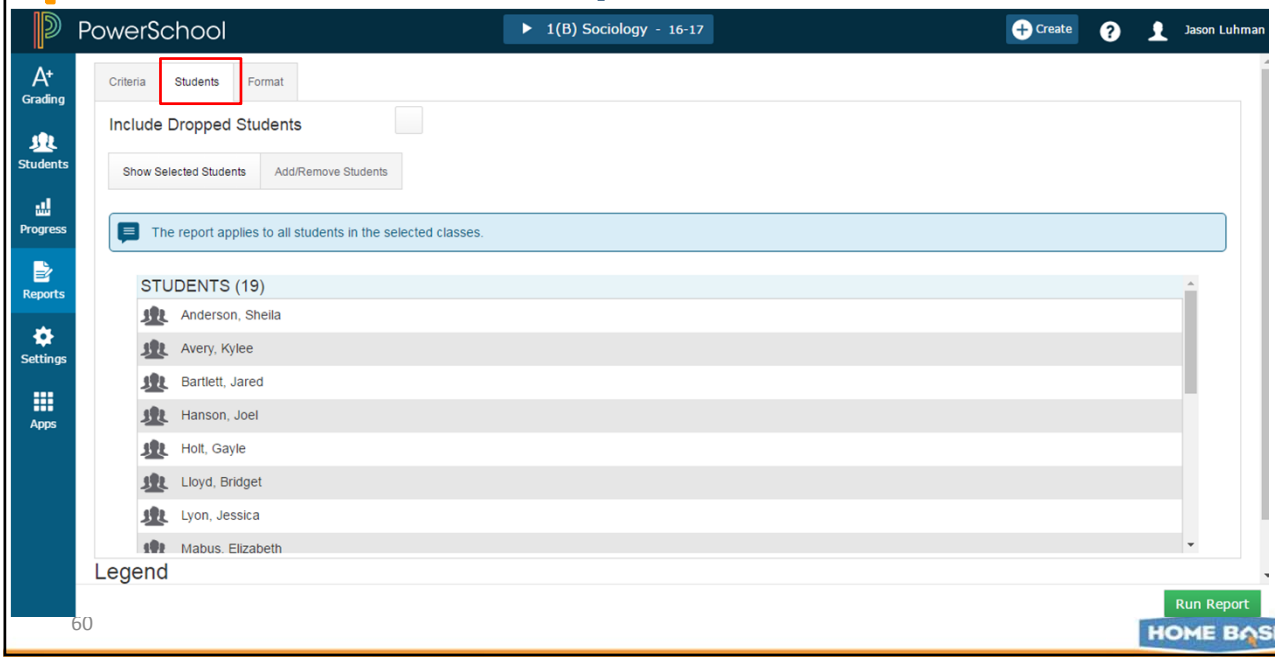
# Individual Student Report Students Tab

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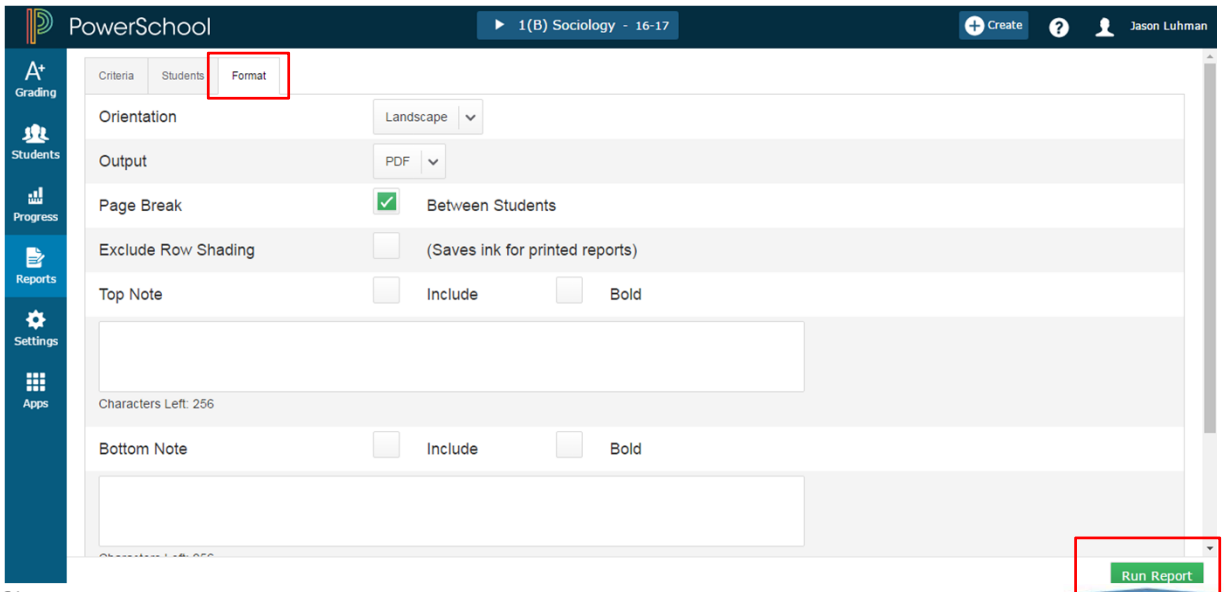
# Individual Student Report Format Tab

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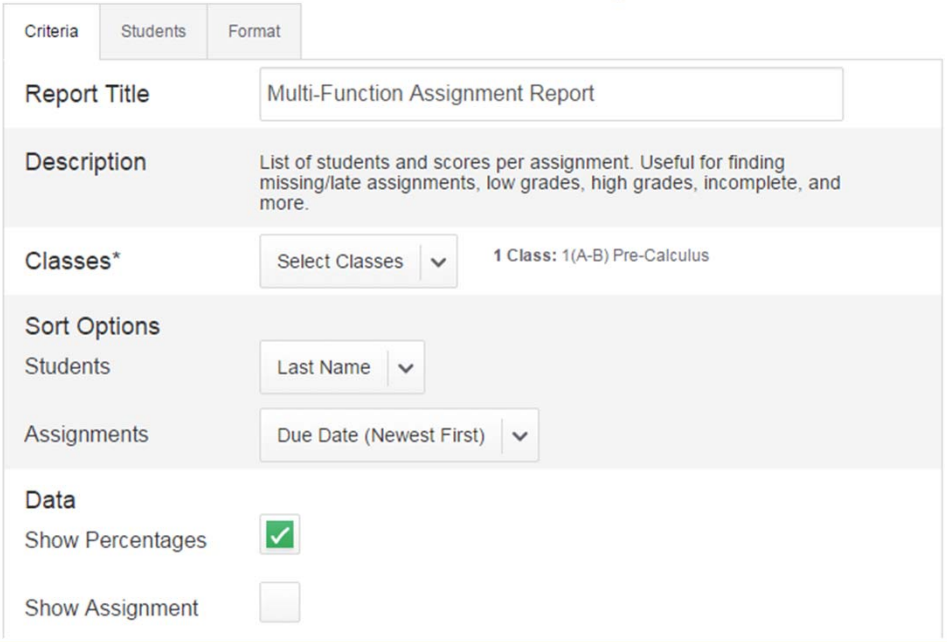
# Student Multi-Function Assignment Report

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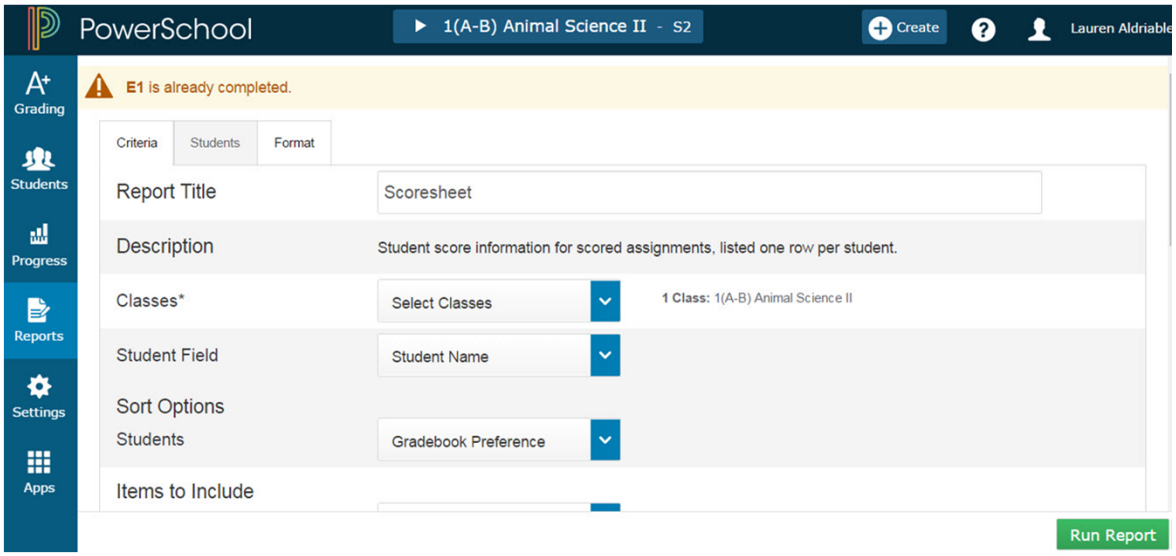
# Scoresheet Report

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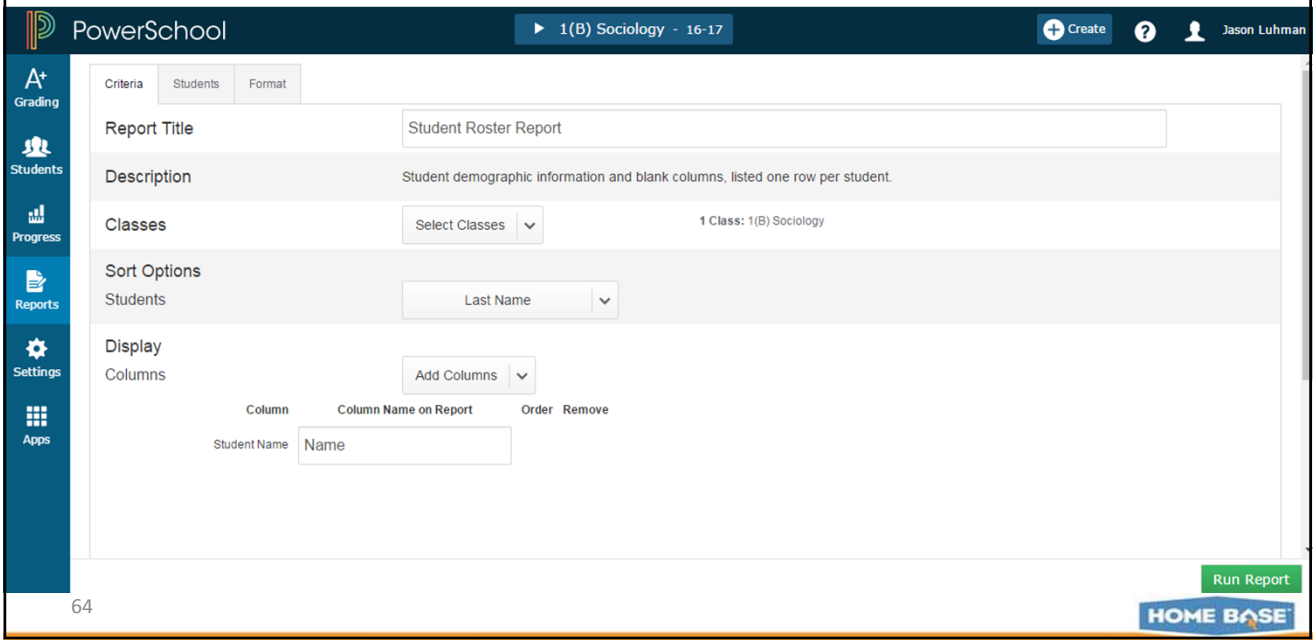
# Student Roster Report Criteria

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