Gradebook User Guide

PowerTeacher

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Welcome

Introduction

Welcome to PowerTeacher! PowerTeacher contains the PowerTeacher gradebook, a full-featured grade-keeping application used to record, report, and monitor student performance.

With these powerful communication tools, everyone stays connected: teachers can use their gradebook to make decisions on what information they want to share with parents, students stay on top of assignments, and parents are able to participate more fully in their student's progress.

Quick Start

To get started immediately and begin taking advantage of PowerTeacher gradebook, perform the following tasks to set up and use the application. See the respective sections for detailed procedures.

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Open PowerTeacher Gradebook

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Quit PowerTeacher Gradebook

Quick Entry Tips

To help you to quickly accomplish tasks you perform frequently, you can use the following quick entry tips, which include a number of shortcut keys. Shortcut keys consist of pressing one or a combination of keys on the keyboard to complete a task. See the respective sections for detailed procedures.

Scoresheet Keyboard Shortcuts

Task	Shortcut (Windows®)	Shortcut (Mac®)
Assignments: Assign 100% of points possible	Do one of the following: • Enter an equal sign (=) and press **ENTER** to assign 100% of points possible for the assignment • Open the Score Inspector and enter an equal sign (=) in the **Score** field	
Collected: Mark or clear a student's assignment as collected	Do one of the following: • **Enter Col in the score field (repeat to remove)** • **Enter a period (.) in the score field (repeat to remove)** • **Right-click in the score field and select Collected (repeat to remove)** • **Open the Score Inspector and select the Collected checkbox (deselect the checkbox to remove)** • **Use the Fill Scores command to apply to multiple students**	
Comments: Add a comment to a student's assignment score	Do one of the following, and enter comments in the **Comment** field: • **Press and hold CTRL+SHIFT+I** • **Right-click in the score field and select Show Score Inspector** • **Use the Fill Scores command to apply to multiple students**	
Comments: Add a comment to a student's final	Do one of the following and enter comments in the **Comment** field:	

Task	Shortcut (Windows®)	Shortcut (Mac®)
grade	• **Double-click a student's final grade** • **Press and hold CTRL+SHIFT+I** • **Right-click a final grade and select Show Score Inspector** • **Use the Fill Scores command to apply to multiple students**	
Exempt: Mark a student's assignment as exempt	Do one of the following: • **Enter Ex in the score field** • **Right-click in the score field and select Exempt** • **Open the Score Inspector and select the Exempt checkbox** • **Use the Fill Scores command to apply to multiple students**	
Fill Scores: Assign a score, comment, and/or flag (late, collected, missing, exempt) to multiple students for an assignment	Do one of the following: • **Right-click in the score field and select Fill Scores** • **Select Fill Scores from the Tools menu**	
Late: Mark or clear a student's assignment as late	Do one of the following: • **Enter Lt in the score field (repeat to remove)** • **Enter an asterisk (*) in the score field (repeat to remove)** • **Right-click in the score field and select Late (repeat to remove)** • **Open the Score Inspector and select the Late checkbox (deselect the checkbox to remove)** • **Use the Fill Scores command to apply to multiple students simultaneously**	
Missing/Not Handed In: Mark or clear a student's assignment as missing	Do one of the following: • **Enter Mi in the score field (repeat to remove)** • **Enter a forward slash (/) in the score field (repeat to remove)** • **Right-click in the score field and select Missing (repeat to remove)** • **Open the Score Inspector and select the Missing checkbox (deselect the checkbox to remove)** • **Use the Fill Scores command to apply to multiple**	

Task	Shortcut (Windows®)	Shortcut (Mac®)
	students simultaneously	
Override a Final Grade	Do one of the following and select the **Manual Override** checkbox: • **Double-click a student's final grade** • **Press and hold CTRL+SHIFT+I** • **Right-click a final grade and select Show Score Inspector**	
Zoom In	Do one of the following: • **Click a final grade field or assignment header and press and hold CTRL+SHIFT+=** • **Select Increase on the View menu**	
Zoom Out	Do one of the following: • **Click a final grade field or assignment header and press and hold CTRL+SHIFT+-** • **Select Decrease on the View menu**	

Score Inspector Keyboard Shortcuts

Task	Shortcut (Windows)	Shortcut (Mac)
Navigate to the next assignment	Press and hold **CTRL+ALT+RIGHT ARROW**	Press and hold **CTRL+OPTION+RIGHT ARROW**
Navigate to the next student	Press and hold **CTRL+ALT+DOWN ARROW**	Press and hold **CTRL+OPTION+DOWN ARROW**
Navigate to the previous assignment	Press and hold **CTRL+ALT+LEFT ARROW**	Press and hold **CTRL+OPTION+LEFT ARROW**
Navigate to the previous student	Press and hold **CTRL+ALT+UP ARROW**	Press and hold **CTRL+OPTION+UP ARROW**
Open Score Inspector	Do one of the following: • Right-click in a score field and select **Score Inspector** • Press and hold **CTRL+SHIFT+I** • Select **Score Inspector** from the Tools menu	

Main Menu Keyboard Shortcuts

Task	Shortcut (Windows)	Shortcut (Mac)
Copy	Press and hold **CTRL+C**	Press and hold **COMMAND+C**
Cut	Press and hold **CTRL+X**	Press and hold **COMMAND+X**
Hide other application windows	Press and hold **ALT+TAB**	Press and hold **OPTION+COMMAND+H**
Hide PowerTeacher Gradebook window	Press and hold **ALT+TAB**	Press and hold **COMMAND+H**
Open Assignments window	Press and hold **CTRL+SHIFT+2**	
Open Categories window	Press and hold **CTRL+SHIFT+C**	
Open Class Info window	Press and hold **CTRL+SHIFT+5**	
Open Grade Scales window	Press and hold **CTRL+SHIFT+G**	
Open Grade Setup window	Press and hold **CTRL+SHIFT+4**	
Open Gradebook online help	Press **F1**	Press and hold **COMMAND+?**
Open New Gradebook window	Press and hold **CTRL+N**	Press and hold **COMMAND+N**
Open Reports window	Press and hold **CTRL+SHIFT+6**	
Open Score Inspector	Do one of the following: • Right-click in a score field and select **Score Inspector** • Press and hold **CTRL+SHIFT+I**	
Open Scoresheet window	Press and hold **CTRL+SHIFT+1**	
Open Students window	Press and hold **CTRL+SHIFT+3**	
Open the Preferences	Press and hold **CTRL+,**	Press and hold **COMMAND+,**

Task	Shortcut (Windows)	Shortcut (Mac)
window		
Paste	Press and hold **CTRL+V**	Press and hold **COMMAND+V**
Quit PowerTeacher Gradebook	Press and hold **ALT+F4**	Press and hold **COMMAND+Q**
Recalculate Final Scores	Press and hold **CTRL+SHIFT+R**	
Revert (discard unsaved changes)	Press and hold **CTRL+R**	Press and hold **COMMAND+R**
Save	Press and hold **CTRL+S**	Press and hold **COMMAND+S**

Get Started

About Getting Started

To get started, you must launch PowerTeacher gradebook.

Launch PowerTeacher Gradebook

PowerTeacher gradebook is accessible via the **Gradebook** button.

Note: If you experience a loss of connection, please check your network connection or contact your system administrator.

How to Launch PowerTeacher Gradebook

1. Click **Gradebook**. The PowerTeacher Gradebook Launch page appears.

2. Click **Launch Gradebook**. The Downloads window appears, accompanied by a certificate window.

3. Click **Trust**. The Java Web Start and Gradebook version windows briefly appear. Then, PowerTeacher gradebook opens.

   Note: You can have only one active session of PowerTeacher gradebook launched at a time. If you attempt to launch a second session of PowerTeacher gradebook, the Terminate Other Sessions window appears, displaying the message, "Other active sessions exist for this user account. Would you like to terminate the other sessions or quit this session?" Click either **Terminate Other Sessions** or **Quit**.

   Note the PowerTeacher gradebook icon that appears in the dock and the launchGradeBook.jnlp file that appears on your desktop. Both will be discarded automatically when you quit PowerTeacher gradebook.

4. Close the Downloads window.

View Main PowerTeacher Gradebook Window

When you launch PowerTeacher gradebook, the main PowerTeacher Gradebook window appears. This window serves as the central point from which you begin your gradebook session.

The PowerTeacher Gradebook window consists of the following main areas:

- Menu Bar
- ID Bar
- Classes
- Student Groups
- Navigation Bar

The PowerTeacher Gradebook window has four panes, Classes, Student Groups, the selected tab from the navigation bar, and its details. Each pane is adjustable, both

horizontally and vertically. To adjust the width of a pane, click and hold the vertical three-line icon and drag right or left. To adjust the height of a pane, click and hold the horizontal three-line icon and drag up and down.

Menu Bar

The menu bar appears at the top of your display and provides access to the following menus:

Feature	Description
PowerTeacher Gradebook	Use the pop-up menu to select one of the following commands: • **Preferences** • **Hide PowerTeacher Gradebook** • **Quit PowerTeacher Gradebook**
File	Use the pop-up menu to select one of the following commands: • **Save** • **Revert**
Edit	Use the pop-up menu to select one of the following commands: • **Cut** • **Copy** • **Paste**
View	Use the pop-up menu to select one of the following commands: • **Scoresheet** • **Assignments** • **Students** • **Grade Setup** • **Class Info** • **Reports** • **Zoom**
Tools	Use the pop-up menu to select one of the following commands: • **Categories** • **Grade Scales** • **Score Inspector** • **Fill Scores** • **Recalculate Final Scores** • **Copy Assignment**

Feature	Description
Window	Use the pop-up menu to choose **New Window** to open another instance of gradebook so that you can access other areas of gradebook at one time.
Help	Use the pop-up menu to select one of the following commands: • Choose **Contents** to launch online help. For more information, see *Launch PowerTeacher Gradebook Help*. • Choose **Quick Entry Tips** to view keyboard shortcuts. For more information, see *Quick Entry Tips*. **Note:** The PowerTeacher gradebook help window is also accessible by clicking the Help icon, which looks like a question mark.

ID Bar

The ID bar appears at the top of the PowerTeacher Gradebook window and displays your name and the name of your school.

Classes

The Classes pane appears in the upper-left corner of the PowerTeacher Gradebook window and includes the **Term Selector** and **Class List**. For more information, see *Classes*.

Student Groups

The Student Groups pane appears in the lower-left corner of the PowerTeacher Gradebook window and displays student groups for a selected class. For more information, see *Student Groups*.

Navigation Bar

The navigation bar appears at the top of the PowerTeacher Gradebook window and provides a quick way to access the following areas:

Feature	Description
Scoresheet	Click this tab to access the **Scoresheet** window.
Assignments	Click this tab to access the **Assignments** window.
Students	Click this tab to access the **Students** window.
Grade Setup	Click this tab to access the **Grade Setup** window.

Feature	Description
Class Content	Click this tab to access the **Class Content** window.
Reports	Click this tab to access the **Reports** window.

Zoom In or Out of Window

PowerTeacher gradebook provides a zoom feature, which provides you with the flexibility to zoom in to see more detail of a window or zoom out to see more of the window at a reduced size. The zoom feature is available when using the Students, Assignment, Grades Setup, and Scoresheet windows. After a zoom level is selected, that zoom level becomes the default setting and applies to all four windows until you select a new zoom level.

How to Use the Zoom Feature

From the gradebook menu bar, do one of the following:

- Choose **View > Zoom > Increase** to zoom in. Increments are based on the preset zoom levels.
- Choose **View > Zoom > Decrease** to zoom out. Increments are based on the preset zoom levels.
- Choose **View > Zoom** and a zoom level.

Note: For additional entry options, see *Quick Entry Tips*.

Verify Password

If your session has timed out, you may be asked to re-enter your password to continue working.

How to Verify the Password

1. On the Verify Password window, enter your password.
2. Click **OK**.

   Note: Alternately, you can press **ENTER** or **RETURN** on your keyboard.

PowerTeacher Gradebook Help

About PowerTeacher Gradebook Help

PowerTeacher gradebook help provides comprehensive information on navigating and using PowerTeacher gradebook.

Set Browser Preferences

Before you begin using PowerTeacher gradebook help, check your browser preferences to make sure your browser is set to open in a new window.

Note: If you do not set your browser to open in a new window, the help window launches in the existing open window, replacing PowerTeacher.

How to Set Browser Preferences for Firefox

1. Open **Firefox**.
2. From the menu bar, choose **Firefox > Preferences** (Mac) or **Tools > Options** (PC).
3. Click **Tabs**.
4. In the New pages should be opened in section, select the **a new window** option.
5. Close the window.

How to Set Browser Preferences for Internet Explorer

Note: For PC users only.

1. Open **Internet Explorer**.
2. From the menu bar, choose **Tools > Internet Options**.
3. Click **General**.
4. In the Open links from other programs in section, select the **A new window** option.
5. Click **OK**.

How to Set Browser Preferences for Safari

1. Open **Safari**.
2. From the menu bar, choose **Safari > Preferences** (Mac) or **Edit > Preferences** (PC).
3. Click **General**.
4. In the Open links from applications section, select the **in a new window** option.
5. Close the window.

Launch PowerTeacher Gradebook Help

After you have launched PowerTeacher gradebook, you can then launch the PowerTeacher gradebook help window from the menu bar, by using the command keys, or simply clicking the Help icon, which looks like a question mark.

How to Launch PowerTeacher Gradebook Help

Do one of the following:

- From the gradebook menu bar, choose **Help > Contents**.

- Press **COMMAND+SHIFT+?** (Mac).

- Press **F1** (Windows).

- Click the **Help** icon.

Note: You can resize the help window and move the help window to a convenient location on your desktop, so you can work with PowerTeacher gradebook. The PowerTeacher gradebook help window remains open until you choose to close it.

PowerTeacher Gradebook Help Window

The PowerTeacher gradebook help window is divided into two panes, the navigation pane on the left and the topic pane on the right.

Navigation Pane

The navigation pane on the left contains the **Contents**, **Index**, and **Search** tabs, as well as navigation buttons you use to access and navigate the help topics.

Contents Tab

The **Contents** tab shows the organization of the help into folders. Each folder contains related topics with conceptual and procedural information.

- Click **Contents** to view a complete list of the different folders.

- Click a folder to show the topics related to that section.

- Click the folder again to hide the topics related to that section.

- Click a topic to view the information in the topic pane.

- Click **X** to hide the navigation pane.

Index Tab

The **Index** tab provides a way to search for information interactively. The index behaves differently depending on the computer you are using.

- If using Mac, topics are sorted by alphabetical listing. Click the letter that corresponds to the first letter of the index entry you want, and then click the topic. The information appears in the topic pane.

- If using Windows, a text field appears. Click **Index** and enter a keyword or phrase in the text box. The topics containing the index term display below the text box. Click the appropriate topic and the information appears in the topic pane.

Search Tab

The **Search** tab provides a way to locate occurrences of a specific word or phrase in the help. Click **Search**, enter a keyword or phrase in the text box, and then click **Go**. The topics containing the search phrase display below the text box. Select the appropriate topic and the information appears in the topic pane.

Topic Pane

The topic pane on the right displays individual help topics, such as information about PowerTeacher gradebook concepts or step-by-step procedures for using specific PowerTeacher gradebook features.

If you access the PowerTeacher gradebook help window from the menu bar or by using the command keys the topic pane displays the first topic within the PowerTeacher gradebook help, the *Introduction* section.

If you access the PowerTeacher gradebook help window by clicking the **Help** icon, the topic pane displays context sensitive information specific to the PowerTeacher gradebook window you are viewing, including:

- How do I display this window?
- What is the purpose of this window?
- What can I do on this window?
- What do the field on this window mean?

Links

Within help topics are links to additional information or procedures. These links display as underlined text. Click the underlined text to display the additional information.

Spell Check

About Spell Check

Spell check is an optional feature that you can use to identify misspelled or questionable words. When a misspelled or questionable word is identified, you have the basic option of changing the word in one instance or all instances, ignoring the word in one or all instances, or adding the word to your dictionary. There are two ways to use spell check, either **automatically** or by using **Check Spelling** from the gradebook menu bar.

Note: Spell check is available for the following PowerTeacher gradebook fields: assignment **Name** and **Description**, Category **Name** and **Description**, Assignment Score Inspector and Final Score Inspector **Comment**.

Turn Spell Check On or Off

Use the **Spell Check** tab on the Preferences window to turn spell check on and off.

How to Turn Spell Check On or Off

1. From the gradebook menu bar, choose **Gradebook > Preferences**. The **Preferences window** appears.

2. Click the **Spell Check** tab. **Spell Check preference information** appears.

3. Do one of the following:

   - Select the **Enabled background checking** checkbox to turn automatic spell check on.

   - Deselect the **Enabled background checking** checkbox to turn automatic spell check off.

4. Click **OK** to save your changes.

   Note: Alternately, you can press **ENTER** or **RETURN** on your keyboard.

Manage Your Dictionary

Use the **Spell Check** tab on the Preferences window to customize your spell check dictionary by adding, editing, or deleting words.

How to Manage Your Dictionary

1. From the gradebook menu bar, choose **Gradebook > Preferences**. The **Preferences window** appears.

2. Click the **Spell Check** tab. **Spell Check preference information** appears.

3. **Edit the information as needed**.

4. Click **OK** to save your changes.

   Note: Alternately, you can press **ENTER** or **RETURN** on your keyboard.

Automatically Check Spelling

As you enter text in a spell check enabled text field, the spell checker automatically checks the spelling of each word. If a misspelled or questionable word is identified, the spell checker uses a wavy red underline to indicate a possible spelling error. Using the contextual menu, indicate how you want the spell checker to handle the possible spelling error.

How to Automatically Check Spelling

1. Do one of the following:

   - If using a one-button mouse, press **CONTROL+click** a word with a wavy red underline. The contextual menu appears.

   - If using a two-button mouse, right-click a word with a wavy red underline. The contextual menu appears.

2. Do one of the following:

   - Click the spelling correction you want.

   - Click **More Suggestions** to view additional suggested spelling corrections for the word, and then click the spelling correction you want.

   - Click **Ignore All** to skip all instances of the word. Note that the next time you launch PowerTeacher gradebook, the word will appear with a wavy red underline.

   - Click **Add to Dictionary** to add the word to your **spell check dictionary**, such as proper names, technical terms, acronyms, and so on. The next time you launch PowerTeacher gradebook, the word will not appear with a wavy red underline, as it is now included spell check dictionary.

   - Click **Cancel** to close the contextual menu.

   Note: If using **Ignore All**, This option is session specific.

Check Spelling

In addition to automatically checking the spelling of each word as you enter text in a spell check enabled text field, you can use the Check Spelling function to perform a complete spell check of the field. If misspelled or questionable words are identified, the spell checker uses a wavy red underline to indicate the possible spelling errors. Using the Check Spelling window, indicate how you want the spell checker to handle each possible spelling error.

How to Check Spelling

1. From the gradebook menu bar, choose **Tools > Check Spelling**. The **Check Spelling window** appears. The first the misspelled or questionable word appears in the **Not in Dictionary field**.

2. Do one of the following or **edit the information as needed**:

   - To select one of the suggested spelling corrections, click the replacement word in the **Suggestions** list box, and then click **Change** or **Change All**.

   - To manually enter the spelling correction, highlight the word, enter the correction, and then click **Change** or **Change All**.

3. Repeat for each misspelled or questionable word. Once you have made your corrections, the Check Spelling window closes.

Preferences

About Preferences

Use Preferences to customize various aspects of PowerTeacher gradebook, including the Final Grade column of the Scoresheet window, the Class List in the Classes pane, and **Spell Check**.

Set Grading Preferences

Use the Grading tab on the Preferences window to customize what final grades appear in the Final Grade column on the Scoresheet window. If displaying percent or points earned, you can indicate whether you want the final grade score rounded or truncated, as well as the number of decimal places you want to appear.

How to Set Grading Preferences

1. From the gradebook menu bar, choose **PowerTeacher Gradebook > Preferences**. The **Preferences window** appears.
2. Click the **Grading** tab, if not already selected. **Grading preference information** appears.
3. **Edit the information as needed**.
4. Click **OK** to save your changes.

   Note: Alternately, you can press **ENTER** or **RETURN** on your keyboard.

Set Section Preferences

Use the Section tab on the Preferences window to define how you want section information to appear in the class list in the Classed pane and in what order.

How to Set Section Preferences

1. From the gradebook menu bar, choose **Gradebook > Preferences**. The **Preferences window** appears.
2. Click the **Section** tab. **Section preference information** appears.
3. **Edit the information as needed**.
4. Click **OK** to save your changes.

   Note: Alternately, you can press **ENTER** or **RETURN** on your keyboard.

Classes

About Classes

The Classes pane appears in the upper-left corner of the PowerTeacher Gradebook window and includes the **Term Selector** and **Class List**.

Select Terms

When you first launch PowerTeacher gradebook, the current full year term appears in the **[Term Selector]** pop-up menu. The pop-up menu displays current, future, and past year terms, as well as any lower level terms within a term.

How to Select a Term

On the main **PowerTeacher Gradebook window**, choose a term from the **[Term Selector]** pop-up menu. Classes for the selected term appear.

Note: The selected term becomes the new default setting.

Select Classes

When you first launch PowerTeacher gradebook, the Class List displays classes for the current term. The first class in your daily schedule is highlighted.

When selecting subsequent classes, the window that appears is the last window in which you were working. For example, if you are working in the Assignments window and need to switch to another class, when you select that class, the Assignments window for the selected class appears.

Note: Information that appears in the class list is defined by your section preferences. For more information, see *Set Section Preferences*.

How to Select a Class

On the main **PowerTeacher Gradebook window**, select a class from the **Classes pane**. The window in which you were last working refreshes for the selected class.

Class Content

About Class Content

The Class Content window displays three modes; Class Info, School Content, and My Content. Basic class information displays in Class Info mode. Specific information such as a document or web site link that is geared to a course, section, or teacher displays in the School Content or My Content modes. Content links can be distributed to the School Content or My Content modes from PowerTeacher Administrator.

View Class Information

Use the Class Content page to view basic class information in Class Info mode.

How to View Class Information

1. Select a class from the **Classes pane**.

2. Click the **Class Content** tab. The **Class Content window** appears.

3. Click **Class Info** mode. Basic information about the class appears.

Add Class Descriptions

When entering a class description, you can use plain text, HTML, or a combination of both. After you enter a class description, this information may be shared with administrators, parents, and students.

How to Add a Class Description

1. Select a class from the **Classes pane**.

2. Click the **Class Content** tab. The **Class Content window** appears.

3. Select **Class Info** mode.

4. **Enter the required information**.

5. Optionally, click **Add Web Link** to add a Web link to the class description. The **Add Web Link** dialog appears.

6. **Enter the required information**.

7. Click **OK** to close the **Add Web Link** dialog.

8. Click **Save**.

   Note: The **Save** and **Revert** buttons appear shaded until information is entered.

Edit Class Descriptions

You can edit the class description from the Class Information window.

How to Edit a Class Description

1. Select a class from the **Classes pane**.
2. Click the **Class Content** tab. The **Class Content window** appears.
3. Select **Class Info** mode.
4. **Edit the information as needed**.
5. Optionally, click **Add Web Link** to add a Web link to the class description. The **Add Web Link window** appears.
6. **Edit the information as needed**.
7. Click **OK** to close the **Add Web Link window**.
8. Click **Save**.

   Note: The **Save** and **Revert** buttons appear shaded until information is entered.

Delete Class Descriptions

You can delete the class description from the Class Information window.

How to Delete a Class Description

1. Select a class from the **Classes pane**.
2. Click the **Class Content** tab. The **Class Content window** appears.
3. Select **Class Info** mode.
4. Remove the text and HTML in the **Description** field.

   Note: There are no restrictions when deleting.

4. Click **Save**.

View School Content

You can view links that have been created in PowerTeacher Administrator and distributed to the Class Content page in School Content mode. These links cannot be modified in PowerTeacher gradebook.

How to View School Content

1. Select a class from the **Classes pane**.
2. Click the **Class Content** tab. The **Class Content** page appears.
3. Select **School Content** mode. Distributed links appear on the page.

View Content Groups

You can view content groups that have been created in PowerTeacher Administrator and distributed to the Class Content page in School Content mode. These groups are read-only.

How to View Content Groups

1. Select a class from the Classes pane.
2. Click the **Class Content** tab.
3. Select **School Content** mode.
4. Click **Content Groups**. The **Content Groups dialog** appears.
5. Select a group on the left side of the dialog to view a description of the group.
6. Click **Close**.

View My Content

You can view links that have been created in PowerTeacher Administrator and distributed to the Class Content page in School Content mode. These links cannot be modified in PowerTeacher gradebook.

How to View School Content

1. Select a class from the Classes pane.
2. Click the **Class Content** tab. The **Class Content** page appears.
3. Select **My Content** mode. You can **add links** and **content groups** in this mode.

Add Links

Add links to the Class Content page in My Content mode.

How to Add a Link

1. Select a class from the Classes pane.
2. Click the **Class Content** tab.
3. Select **My Content** mode.
4. Click the **Plus (+)** button. The **Link Detail page** appears.
5. **Enter the required information**.
6. Click **Save**. The new link appears on the page.

Sort Links

Sort links that appear on the Class Content page in School Content or My Content mode.

How to Sort Links

1. Select a class from the Classes pane.
2. Click the **Class Content** tab.
3. Select **School Content** or **My Content** mode.

4. Click on any column heading to sort the link by that heading.

Edit Links

Edit links to the Class Content page in My Content mode.

How to Edit a Link

1. Select a class from the Classes pane.
2. Click the **Class Content** tab.
3. Select **My Content** mode.
4. Select a link. The **Link Details window** appears.
5. **Enter the required information**.
6. Click **Save**. The edited link appears on the page.

Delete Links

Delete links to the Class Content page in My Content mode.

How to Delete a Link

1. Select a class from the Classes pane.
2. Click the **Class Content** tab.
3. Select **My Content** mode.
4. Select a link. The **Link Details window** appears.
5. Click the **Minus (-)** button.
6. The link is removed from the page.

Add Content Groups

Use Content Groups to organize links on the Class Content page in My Content mode.

How to Add a Content Group

1. Select a class from the Classes pane.
2. Click the **Class Content** tab.
3. Select **My Content** mode.
4. Click **Content Groups**. The **Content Groups dialog** appears.
5. **Enter the required information**.
6. Click the **Plus (+)** button. The new content group appears on the left side of the dialog.

7. Click **Close**. The new group appears in the Group pop-up menu on the **Link Detail page**.

Edit Content Groups

Once you have created a content group, you can then update the information whenever needed.

How to Edit a Content Group

1. Select a class from the Classes pane.
2. Click the **Class Content** tab.
3. Select **My Content** mode.
4. Click **Content Groups**. The **Content Groups dialog** appears.
5. Select a group on the left side of the dialog.
6. **Edit the information as needed**.
7. Click **Close**. The changes appear on the Class Content page in My Content mode.

Delete Content Groups

Once you have created a content group, later you may find it necessary to delete it.

How to Delete a Content Group

1. Select a class from the Classes pane.
2. Click the **Class Content** tab.
3. Select **My Content** mode.
4. Click **Content Groups**. The **Content Groups dialog** appears.
5. Select a content group on the left side of the dialog.
6. Click the **Minus (-)** button. The content group no longer appears.
7. Click **Close**. The content group is removed from the Group pop-up menu on the **Link Detail page**.

Students

About Students

The Students window displays a list of students enrolled in a class and basic information about each student.

View Students

To view students for a particular class, select the class and click the **Students** tab.

Note: To view a particular set of students, you can use the student groups filter mode. For more information, see *Filter by Student Groups*.

How to View Students

1. Select a class from the **Classes pane**.
2. Click the **Students** tab. The **Students window** displays the class roster, which includes basic information for each student.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

Filter Students

By default, the Students window displays students who are currently enrolled in the class. You can customize the appearance on the Students window using filtering. Filtering allows you to indicate which students appear based on student group or combination of.

How to Filter Students

1. Select a class from the **Classes pane**.
2. Click the **Students** tab. The **Students window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. See *Filter by Student Groups*.

Sort Students

By default, the Students window displays students in ascending order by last name. Using the column headings, you can sort data in ascending or descending order based on the column heading you select.

Note: To view a particular set of students, you can use the student groups filter mode. For more information, see *Filter by Student Groups*.

How to Sort Students

1. Select a class from the **Classes pane**.
2. Click the **Students** tab. The **Students window** displays students in ascending order by name.

    Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Click a column heading to sort the **Students window** by that column heading. When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading.

View Student Details

To view student details, either double-click the student's name or click the arrow next to the student's name.

How to View Student Details

1. Select a class from the **Classes pane**.
2. Click the **Students** tab. The **Students window** appears.

    Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Click the student's name or click the arrow next to the student's name. The **Student Detail window** appears.

Edit Student Grade Scales

You can modify an individual student's grade scale either from the **Students window** or the **Student Detail window**.

Note: To modify multiple students' grade scales, see *Fill Grade Scales*.

How to Edit a Student's Grade Scale

1. Select a class from the **Classes pane**.
2. Click the **Students** tab. The **Students window** appears.

    Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Click the student's grade scale and choose another grade scale from the pop-up menu.

    Note: Alternately, click the student's name or click the arrow next to the student's name. The **Student Detail window** appears. From the Student Detail window, choose another grade scale from the **Grade Scale** pop-up menu.

4. Click **Save**.

Note: If modifying a grade scale for a student where assignment or final scores exists, the Grade Scale Changed window appears. By clicking **OK**, any assignment or final scores using the grade scale will be adjusted.

Set Grade Scales

Using the Set Grade Scales command, you can quickly and easily modify multiple students' grade scales.

Note: To modify an individual student's grade scale, see *Edit Student Grade Scales*.

How to Set Grade Scales

1. Select a class from the **Classes pane**.

2. Click the **Students** tab. The **Students window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. In the **Students Group page**, select the students or **student group** to which the grade scale will be assigned. The students appear on the **Students window**.

4. Click on a student and do one of the following:

   - If using a one-button mouse, press CONTROL+click and select **Set Grade Scales**.

   - If using a two-button mouse, right-click and select **Set Grade Scales**.

   The **Select Grade Scale for Students** dialog appears.

3. Indicate which students you want to apply the selected grade to by selecting one of the following options:

   - Select **[student name]** to apply the grade scale to only the student you selected.

   - Select **Displayed students** to apply the grade scale to students who are in the currently selected student group or the list that was manually selected.

   Note: Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple students.

4. Choose the grade scale you want to apply to the selected students from the **Grade Scale** pop-up menu.

5. Click **OK**.

   Note: If modifying a grade scale for a student where assignment or final scores exists, the Grade Scale Changed window appears. By clicking **OK**, any assignment or final scores using the grade scale will be adjusted.

View Alerts

If an alert icon appears for a student, click the icon to view the specific text for the alert. A student may have one or more of the following alerts:

- A discipline alert indicates any discipline information for the student that administrators want to bring to the teacher's attention.

- A guardian alert indicates any guardian information for the student that administrators want to bring to the teacher's attention.

- A medical alert indicates any medical information for the student that administrators want to bring to the teacher's attention.

- Another alert indicates any other information for the student that administrators want to bring to the teacher's attention.

How to View an Alert

1. Select a class from the **Classes pane**.

2. Click the **Students** tab. The **Students window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Click the student's name or click the arrow next to the student's name. The **Student Detail window** appears.

4. Click the **Discipline**, **Guardian**, **Medical**, or **Other** icon to view the alert text. The Alert window appears.

5. Click **OK** to close the Alert window.

   Note: Alternately, you can press **ENTER** or **RETURN** on your keyboard.

Student Groups

About Student Groups

Students arrive on the first day of school with different needs and levels of readiness. Using student groups, you can adapt instruction to the particular needs of students. Student groups are made up of a hierarchical structure: a set, groups within that set, and students within those groups. Student groups are class-specific. Therefore, you need to create student groups for each class in which you want to use student groups.

Predefined Student Groups

In addition, PowerTeacher gradebook also includes two pre-defined student groups: active and dropped. The active students group contains only those students who are currently enrolled in a class. The dropped students group contains only those students who are no longer enrolled in a class.

Highlight vs. Filter

Student groups operates in two modes: highlight and filter. By default, the student groups pane operates in highlight mode where selected students appear highlighted on the Scoresheet and Students windows in addition to the other students within a class. To only view selected students on the Scoresheet and Students windows, use the filter mode. Whether operating in highlight or filter mode, your selection can include one or more sets, groups, students, or combination of.

Reports

In order to generate reports for a specific set, group, individual student, selection of students, or any combination, you need to set up student groups. Simply create a set, a group, and add students to the group. Then, on a report, select the **Selected Groups and/or Students** option and then select the set, group, individual student, selection of students, or any combination from the Students Group pane that you want in the report.

Highlight by Student Groups

Use the student groups highlight mode to highlight selected students on the Scoresheet and Students windows.

How to Highlight by Student Groups

1. Select a class from the **Classes pane**.

2. In the **Student Groups pane**, choose the **Highlight Selected** from the pop-up menu.

3. Do one of the following:

Note: To view the contents of a set or group, click the arrow next to that set or group. Alternately, to hide the contents of a set or group, click the arrow again.

- Select **Active** to view students who are currently enrolled in the class.
- Select **Dropped** to view students who are no longer enrolled in the class.
- Select one or more sets.
- Select one or more groups.
- Select one or more students.
- Select any combination of above.

Note: To make multiple selections, press and hold **COMMAND** (Mac) or **CONTROL** (Windows) as you make each of your selections.

Filter by Student Groups

Use the student groups filter to customize the appearance on the Scoresheet and Students windows by indicating the specific set of students you would like to view. By default, all active students appear when viewing either of these windows.

How to Filter by Student Groups

1. Select a class from the **Classes pane**.
2. In the **Student Groups pane**, choose **Filter Selected** from the pop-up menu.
3. Do one of the following:

   Note: To view the contents of a set or group, click the arrow next to that set or group. Alternately, to hide the contents of a set or group, click the arrow again.

   - Select **Active** to view students who are currently enrolled in the class.
   - Select **Dropped** to view students who are no longer enrolled in the class.
   - Select one or more sets.
   - Select one or more groups.
   - Select one or more students.
   - Select any combination of above.

   Note: To make multiple selections, press and hold **COMMAND** (Mac) or **CONTROL** (Windows) as you make each of your selections.

4. Select **Highlight Selected** from the pop-up menu to highlight the selected group of students. The selected students are highlighted.

Create Sets

The first step to creating student groups is to create a set. Remember that the class for which you are creating student groups must be selected. After you have created the sets you want, you can create groups for those sets.

How to Create a Set

1. Select a class from the **Classes pane**.

2. In the **Student Groups pane**, do one of the following:

    - Click the **Plus (+)** button and select **Add Group Set**.

    - If using a one-button mouse, press **CONTROL+click** and select **Add Group Set**.

    - If using a two-button mouse, right-click and select **Add Group Set**.

    The Add Group Student Set window appears.

3. Enter the name of the set (up to 50 characters) in the **Group Set Name** field.

4. Choose the number of groups you want to add to the set from the **Number of Groups** pop-up menu.

5. Enter the name of the group (up to 50 characters) in the **Group Name** field. Repeat for each group.

6. Click **OK**. The new set appears in the Students Group pane.

Edit Sets

Once you have created a set, you can then update the information whenever needed.

How to Edit a Set

1. Select a class from the **Classes pane**.

2. In the **Student Groups pane**, select the set you want to rename. Your selection appears highlighted in blue.

3. Do one of the following:

    - If using a one-button mouse, press **CONTROL+click** and select **Edit**.

    - If using a two-button mouse, right-click and select **Edit**.

    The Edit Student Group Set window appears.

4. Enter the name of the set (up to 50 characters) in the **Group Set Name** field.

5. Click **OK**. The updated set appears in the Students Group pane.

Delete Sets

Once you have created a set, later you may find it necessary to delete it. If so, you can delete the set from the Student Groups pane.

How to Delete a Set

1. Select a class from the **Classes pane**.

2. In the **Student Groups pane**, select the set you want to delete. Your selection appears highlighted in blue.

Note: Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple sets.

3. Do one of the following:

    - Click the **Minus (-)** button.

    - If using a one-button mouse, press **CONTROL+click** and select **Delete**.

    - If using a two-button mouse, right-click and select **Delete**.

    The Delete Selected Student Group Information window appears.

    Note: If a set has one or more groups associated to it, the message "This set is not empty. Delete anyway?" appears. If deleting more than one set, the message "About to delete multiple sets, groups, and/or students. Continue?" appears.

4. Click **Yes** to delete the set. The **Student Groups pane** appears without the deleted set.

Create Groups

After you have created a set, you can add one or more groups to that set. The class for which you are creating student groups must be selected. After you have created the groups you want, you can add students to those groups.

How to Create a Group

1. Select a class from the **Classes pane**.

2. In the **Student Groups pane**, select the set or a group within the set you want to add a group to. Your selection appears highlighted in blue.

    Note: Click the arrow next to the set to expand a set and view the groups within the set.

3. Do one of the following:

    - Click the **Plus (+)** button and choose **Add Group**.

    - If using a one-button mouse, press **CONTROL+click** and select **Add Group**.

    - If using a two-button mouse, right-click and select **Add Group**.

    The Add Student Group window appears.

4. By default, the set or a group within the set you selected appears in the **Associated Group Se**t pop-up menu. Use the pop-up menu to choose a different set in which to add the group, if needed.

5. Enter the name of the group (up to 50 characters) in the **Group Name** field.

6. Click **OK**. The new group appears in the Students Group pane.

Edit Groups

Once you have created a group, you can then update the information whenever needed.

How to Edit a Group

1. Select a class from the **Classes pane**.

2. In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to rename. The groups belonging to the set appear.

3. Select the group you want to rename. Your selection appears highlighted in blue.

4. Do one of the following:

   - If using a two-button mouse, right-click and select **Edit**.
   - If using a one-button mouse, press **CONTROL+click** and select **Edit**.

   The Edit Student Group window appears.

5. Enter the name of the group (up to 50 characters) in the **Group Name** field.

6. Click **OK**. The updated group appears in the Students Group pane

Move Groups

To move a group from one set to another set, create a new group in another set, move the students from the one group to the other group, and then delete the original group.

How to Move a Group

Create a new group in another set:

1. Select a class from the **Classes pane**.

2. In the **Student Groups pane**, select the set or a group within the set you want to add a group to. Your selection appears highlighted in blue.

   Note: Click the arrow next to the set to expand a set and view the groups within the set.

3. Do one of the following:

   - Click the **Plus (+)** button and choose **Add Group**.
   - If using a one-button mouse, press **CONTROL+click** and select **Add Group**.
   - If using a two-button mouse, right-click and select **Add Group**.

   The Add Student Group window appears.

4. By default, the set or a group within the set you selected appears in the **Associated Group Se**t pop-up menu. Use the pop-up menu to choose a different set in which to add the group, if needed.

5. Enter the name of the group (up to 50 characters) in the **Group Name** field.

6. Click **OK**. The new group appears in the Students Group pane.

Move the students from the one group to the other group:

1. Click the expanding arrow next to the set that contains the group you want to move students from. The set appears highlighted.

2. Click the expanding arrow next to the group that contains the students you want to move. The group appears highlighted.

3. Select the student you want to move. The student appears highlighted in blue.

Note: Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple students.

4. Drag and drop the student to the new group.

Note: If one or more students already belong to a group, the Move Students to Group window appears. Click **Move Eligible** to add the remaining students, click **Move All** to add all the students, or click **Cancel**.

Delete the original group:

1. Select the group you want to delete. Your selection appears highlighted in blue.

Note: Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple groups.

2. Do one of the following:

    - Click the **Minus (-)** button.

    - If using a one-button mouse, press **CONTROL+click** and select **Delete**.

    - If using a two-button mouse, right-click and select **Delete**.

    The Delete Selected Student Group Information window appears.

    Note: If a group has one or more students associated to it, the message "This group is not empty. Delete anyway?" appears. If deleting more than one group, the message "About to delete multiple sets, groups, and/or students. Continue?" appears.

3. Click **Yes** to delete the group. The set appears without the deleted group.

Delete Groups

Once you have created a group, later you may find it necessary to delete it. If so, you can delete the group from the Student Groups pane.

How to Delete a Group

1. Select a class from the **Classes pane**.

2. In the **Student Groups pane**, select the group you want to delete. Your selection appears highlighted in blue.

Note: Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple groups.

3. Do one of the following:

    - Click the **Minus (-)** button.

    - If using a one-button mouse, press **CONTROL+click** and select **Delete**.

    - If using a two-button mouse, right-click and select **Delete**.

    The Delete Selected Student Group Information window appears.

    Note: If a group has one or more students associated to it, the message "This group is not empty. Delete anyway?" appears. If deleting more than one group, the message "About to delete multiple sets, groups, and/or students. Continue?" appears.

4. Click **Yes** to delete the group. The set appears without the deleted group.

Add Students to Groups

After you have **created a set** and **created one or more groups within a set**, you can add students to a group.

Note: Students can only belong to one group within a given set.

How to Add a Student to a Group

1. Select a class from the **Classes pane**.

2. In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to add students to.

3. Select the group. Your selection appears highlighted in blue.

4. Do one of the following:

   - Click the **Scoresheet** tab. The Scoresheet window appears.
   - Click the **Students** tab. The Students window appears.

5. Select the student you want to add. The student appears highlighted in blue.

   Note: Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple students.

6. Drag and drop the student into the group.

   Note: If one or more students already belong to a group, the Move Students to Group window appears. Click **Move Eligible** to add the remaining students, click **Move All** to add all the students, or click **Cancel**.

Copy Students from Groups

You can copy one or more students from one group to another group from the Student Groups pane.

Note: Students can only belong to one group within a given set.

How to Copy a Student from One Group to Another Group

1. Select a class from the **Classes pane**.

2. In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to move students from. The set appears highlighted.

3. Click the expanding arrow next to the group that contains the students you want to copy. The group appears highlighted.

4. Select the student you want to copy. The student appears highlighted in blue.

   Note: Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple students.

5. Press and hold **ALT** while dragging and dropping the student to the new group.

   Note: If one or more students already belong to a group, the Move Students to Group window appears. Click **Move Eligible** to add the remaining students, click **Move All** to add all the students, or click **Cancel**.

Move Students from Groups

You can move one or more students from one group to another group from the Student Groups pane.

Note: Students can only belong to one group within a given set.

How to Move a Student from One Group to Another Group

1. Select a class from the **Classes pane**.

2. In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to move students from. The set appears highlighted.

3. Click the expanding arrow next to the group that contains the students you want to move. The group appears highlighted.

4. Select the student you want to move. The student appears highlighted in blue.

   Note: Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple students.

5. Drag and drop the student to the new group.

   Note: If one or more students already belong to a group, the Move Students to Group window appears. Click **Move Eligible** to add the remaining students, click **Move All** to add all the students, or click **Cancel**.

Remove Students from Groups

Once you have added a student to a group, later you may find it necessary to remove the student. If so, you can remove the student from a group from the Student Groups pane.

How to Remove a Student from a Group

1. Select a class from the **Classes pane**.

2. In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to remove students from. The set appears highlighted.

3. Click the expanding arrow next to the group that contains the students you want to remove. The group appears highlighted.

4. Select the student you want to remove. The student appears highlighted in blue.

   Note: Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple students.

5. Do one of the following:

   - Click the **Minus (-)** button.
   - If using a one-button mouse, press **CONTROL+click** and select **Delete**.
   - If using a two-button mouse, right-click and select **Delete**.

   The Delete Selected Student Group Information window appears.

5. Click **Yes** to remove the student. The student group appears without the deleted student.

Show Student Details

To show student details from any window in the application, either double-click the student's name or click **Show Details** in the **Student Groups pane**.

How to Show Student Details

1. Select a class from the **Classes pane**.

2. In the **Student Groups pane**, click the expanding arrow next to the set that contains the group you want to move students from. The set appears highlighted.

3. Click the expanding arrow next to the group that contains the students you want to move. The group appears highlighted.

4. Do one of the following:

   - Double-click the student's name.

   - If using a one-button mouse, press **CONTROL+click** and select **Show Details**.

   - If using a two-button mouse, right-click and select **Show Details**.

   The **Student Detail window** appears.

Categories

About Categories

Before you can create assignments, you must set up categories. Categories are groups of the same types of assignments. Categories are not class-specific, eliminating the need to create the same categories multiple times for each class.

Predefined Categories

By default, PowerTeacher gradebook includes four pre-defined categories: Homework, Project, Quiz, and Test.

Include in Final Grade

When setting up categories, you can use the **Include in Final Grade** checkbox to indicate whether assignments within a category should be included in calculating final grades. The value set for a category is used as a default for all assignments within that category, but may be overridden on an assignment-by-assignment basis.

View Categories

To view categories, you do not need to select a class. Simply navigate to the Categories window using the gradebook menu bar.

How to View Categories

1. From the gradebook menu bar, choose **Tools > Categories**. The **Categories window** appears. A list of categories appears on the left side of the window. If necessary, use the scroll bar to view the entire list of categories.

2. Select a category. The **category details** appear.

Filter by Categories

Use the categories filter to customize the appearance on the Scoresheet and Assignments windows by indicating the category or combination of categories you would like to view. By default, all categories appear when viewing the Scoresheet window in Assignment mode or Final Grade mode.

How to Filter by Categories

1. Select a class from the **Classes pane**.

2. In the Category pane, do one of the following:

   - Select **All** to view all categories.

   - Select one or more categories.

Note: To make multiple selections, press and hold **COMMAND** (Mac) or **CONTROL** (Windows) as you make each of your selections.

3. Select **Filter Selected** from the pop-up menu.

4. Select **Filter Off** from the pop-up menu to remove the filter.

Add Categories

Use the Categories window to create assignment categories.

How to Add a Category

1. From the gradebook menu bar, choose **Tools > Categories**. The **Categories window** appears.

2. Click the **Plus (+)** button. The new category appears on the left side of the window.

3. **Enter the required information**.

4. Click **Close** to save your changes. The **Categories window** closes.

Edit Categories

You can edit a category from the Categories window.

How to Edit a Category

1. From the gradebook menu bar, choose **Tools > Categories**. The **Categories window** appears.

2. Select the category you want to edit. The **category details** appear.

3. **Edit the information as needed**.

4. Click **Close** to save your changes.

Delete Categories

You can delete a category from the Categories window.

How to Delete a Category

1. From the gradebook menu bar, choose **Tools > Categories**. The **Categories window** appears.

2. Select the category you want to delete.

3. Click the **Minus (-)** button. The **Categories window** appears without the deleted category.

   If category has assignments or is used in weighting, the Alert window appears, displaying the message, "Unable to delete category because it has associated assignments."

4. Click **OK** to close the window.

5. Click **Close** to save your changes.

Assignments

About Assignments

You can create one assignment at a time as you progress through the term, or you can set up assignments for the entire term before the term starts. Having all assignments for the term before the term starts does not change how grades appear. The Final Grade that appears on the Scoresheet reflects an average grade for only the assignment scores that have been entered.

Before setting up an assignment, consider how you will score the assignment:

- Do you want to record the score as points, a percentage, or letter grade?
- How many points is the assignment worth?
- How do you want to weight the assignment?
- Do you want to include the assignment in final grade calculation?

Include in Final Grade

When setting up assignments, you can use the **Include in Final Grade** checkbox to indicate whether an assignment should be included in calculating final grades. The value set for a category is used as a default for all assignments within that category, but may be overridden on an assignment-by-assignment basis.

If an assignment is included in calculating final grades and impacts the final grade, it must be published in order for parents and students to view it. The **Publish Assignment** pop-up menu cannot be set to **Never**. For more information, see *Publish Assignments*.

Weighting

Assignment setup may involve weighting; however, weighting is not required. Weighting gives particular assignments, whether points, percentage, or letter grades, more value than others when determining final grades. The weight value is used to multiply the points earned and the points possible.

View Assignments

To view assignments for a particular class, select the class and click the **Assignments** tab.

How to View Assignments

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignment window** displays class assignments and basic information about each assignment.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

Filter Assignments

By default, the Assignments window displays assignments for all categories for the entire length of the class. You can customize the appearance on the Assignments window using filtering. Filtering allows you to indicate which assignments appear based on reporting term, category, or combination of.

How to Filter Assignments

1. Select a class from the **Classes pane**.

2. Click the **Assignments** tab. The **Assignment window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Do one of the following:

   - Choose a reporting term, week, or month from the **Reporting Term** pop-up menu. The **Scoresheet window** refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term, week, or month.

     Note: The selected reporting term becomes the new default setting.

   - To filter by category, see **Filter by Categories**.

Sort Assignments

By default, the Assignments window displays assignments in ascending order by name. Using the column headings, you can sort data in ascending or descending order based on the column heading you select.

How to Sort Assignments

1. Select a class from the **Classes pane**.

2. Click the **Assignments** tab. The **Assignment window** displays the assignments in ascending order by name.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Click a column heading to sort the **Assignment window** by that column heading. When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading.

Add Assignments

You can add assignments from the Assignments window or the Scoresheet window using the **Plus (+)** button. Alternately, you can right-mouse click if you are using a two-button mouse.

How to Add an Assignment

1. Select a class from the **Classes pane**.

2. Click the **Assignments** tab. The **Assignment window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Click the **Plus (+)** button. The new **Assignment Detail window** appears.

4. Optionally, click **Add Web Link** to add a Web link to the class description. The **Add Web Link** dialog appears.

5. **Enter the required information**.

6. To make the assignment visible to parents, see **Show Assignments**.

7. Click **Save**.

Edit Assignments

You can edit an assignment from the Assignments window or the Scoresheet window.

How to Edit an Assignment

1. Select a class from the **Classes pane**.

2. Click the **Assignments** tab. The **Assignment window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Double-click the assignment you want to edit. The **Assignment Detail window** appears.

4. Optionally, click **Add Web Link** to add a Web link to the class description. The **Add Web Link** dialog appears.

5. **Edit the information as needed**.

6. To make the assignment visible to parents, see **Show Assignments**.

7. Click **Save**.

   Note: If **Points Possible** is modified for an assignment where student point-based scores exists, the **Points Possible Has Changed window** appears. You can either click **Keep Scores** to keep the scores as-is or click **Adjust Scores** to adjust them based on the new points possible.

Copy Assignments

You can use the Copy Assignment function to copy an assignment within a class or from one class to other classes. You can copy assignments from the Assignments window or the Scoresheet window using the gradebook menu bar. Alternately, you can right-mouse click if you are using a two-button mouse.

When copying an assignment, the assignment details and publish settings are copied to the new assignment, with the exception of the assignment score. If an assignment with same name or abbreviation already exists in the class you are copying the assignment to, such as

"FirstHW", the suffix "_<next larger number>" is appended to the assignment name or abbreviation, such as "FirstHW_1."

Note: When copying an assignment, the due date of the new assignment populates based on the due date you select. If the due date you select is not a valid date within the target section, then the due date of the new assignment is calculated based on the following:

- If the due date is before the section start date, then the field defaults to the section start date.

- If the due date is after the section end date, then the field defaults to the section end date.

How to Copy an Assignment

1. Select a class from the **Classes pane**.

   Note: Section numbers do not appear on the Class List. To view this information while you are copying assignments, launch an additional window from the gradebook menu bar by choosing **Window > New**. In the new window, click the **Class Info** tab.

2. Click the **Assignments** tab. The **Assignment window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Select an assignment.

4. Either choose **Tools > Copy Assignment** from the gradebook menu bar or right-mouse click and select **Copy Assignment**. The **Copy Assignment window** appears.

5. **Edit the information as needed**.

6. Click **OK**. The assignment is copied to the selected classes. If the assignment is copied to same class, the new assignment appears in the Assignments or Scoresheet window.

   Note: If you opened a second window to view section numbers, close it.

Delete Assignments

You can delete an assignment from the Assignments window or the Scoresheet window using the **Minus (-)** button. Alternately, you can right-mouse click if you are using a two-button mouse.

How to Delete an Assignment

1. Select a class from the **Classes pane**.

2. Click the **Assignments** tab. The **Assignment window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Select the assignment you want to delete. The **Assignment Detail window** appears.

4. Click the **Minus (-)** button. The **Delete Assignment window** appears.

If an assignment does not have scores, the **Delete Assignment window** states, "Are you sure you want to delete assignment [name]?"

If an assignment has scores, the **Delete Assignment window** states, "This assignment has scores. Are you sure you want to delete assignment [name] and all associated scores?"

5. Click **Yes**. The assignment no longer appears on the **Assignment window**.

Hide Assignments

If you do not want share assignment information with parents and students, you can choose not to publish an assignment either from the Assignments window or the Scoresheet window.

Note: If an assignment is included in calculating final grades and impacts the final grade, it must be published in order for parents and students to view. The **Publish Assignment** pop-up menu cannot be set to **Never**. For more information, see *Publish Assignments*.

How to Hide an Assignment

1. Select a class from the **Classes pane**.

2. Click the **Assignments** tab. The **Assignment window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Select the assignment you do not want published. The **Assignment Detail window** appears.

4. Click **Publish**. **Assignment publishing information** appears.

5. Choose **Never** from the **Publish Assignment** pop-up menu.

6. Click **Save**.

Publish Assignments

After entering an assignment, assignment information may be shared with administrators, parents, and students. In order for parents and student to view assignment information, you need to publish the assignment from either from the Assignments window or the Scoresheet window.

How to Publish an Assignment

1. Select a class from the **Classes pane**.

2. Click the **Assignments** tab. The **Assignment window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Select the assignment you want to publish. The **Assignment Detail window** appears.

4. Click **Publish**. **Assignment publishing information** appears.

5. From the **Publish Assignment** pop-up menu, choose when to publish the assignment: **Immediately**, **On Specific Date**, **Days Before Due**, or **On Due Date**.

6. If you chose **On Specific Date**, enter the date the assignment should appear in the **Date On** field using the format mm/dd/yyyy, or click the Calendar icon to select a date.

7. If you chose **Days Before Due**, enter the number of days the assignment should appear prior to the date that it is due in the **Days Before Due** field.

8. Click **Save**.

Publish Assignment Scores

When publishing an assignment, assignment score information may be shared with administrators, parents, and students. In order for parents and student to view assignment score information, you need to publish the assignment score from either from the Assignments window or the Scoresheet window.

How to Publish Assignment Scores

1. Select a class from the **Classes pane**.

2. Click the **Assignments** tab. The **Assignment window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Select an assignment. The **Assignment Detail window** appears.

4. Click **Publish** .**Assignment publishing information** appears.

5. Select the **Publish Scores** checkbox.

   Note: If the **Publish Assignment** pop-up menu is set to **Never**, do not select the checkbox.

6. Click **Save**.

Hide Assignment Scores

If you do not want share assignment score information with parents and students, you can choose not to publish an assignment score either from the Assignments window or the Scoresheet window.

How to Hide Assignment Scores

1. Select a class from the **Classes pane**.

2. Click the **Assignments** tab. The **Assignment window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Select an assignment. The **Assignment Detail window** appears.

4. Click **Publish**. **Assignment publishing information** appears.

5. Deselect the **Publish Scores** checkbox.

6. Click **Save**.

Grade Scales

About Grade Scales

PowerTeacher gradebook uses a default grade scale that is set up and managed by your school's district administrators. You can view detailed information about the default grade scale or view the grade scale for a specific class. Because the default grade scale may or may not work for your classes, you can also set up custom grade scales based on your needs. For example, if you have resource students and mainstream students in the same class, create different grade scales for the groups.

View All Grade Scales

Use the following procedure to view all grade scales associated to your school/district.

How to View Grade Scales

1. Select a class from the **Classes pane**.

2. Click the **Grades Setup** tab.

3. Select **Grade Scales** mode. The **Grade Scales window** displays basic information for each grade scale.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

View Class Grade Scales

Use the following procedure to view grade scales associated to a specific class.

How to View Grade Scales Associated to a Specific Class

1. Select a class from the **Classes pane**.

2. Click the **Grades Setup** tab.

3. Select **Grade Scales** mode. The **Grade Scales window** displays basic information for each grade scale.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

4. Click **Sections**. **Section information** appears for the selected grade scale.

Add Grade Scales

You can add grade scales from the Grade Scales window using the **Plus (+)** button. Alternately, you can right-mouse click if you are using a two-button mouse.

You can create different grade scales for different groups of students. Use the **Set Grade Scales** command to apply a grade scale to multiple students. Use the **Student Detail window** to assign the grade scale to an individual student.

How to Add a Grade Scale

1. Select a class from the **Classes pane**.
2. Click the **Grade Setup** tab.
3. Select **Grade Scales** mode.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

4. Click a grade scale that displays Yes in the Can Copy column.
5. Click the **Plus (+)** button. **Copy of [grade scale name]** appears below the grade scale you selected, and the **Grade Scale Detail window** appears.
5. **Enter the required information**.
6. Click **Save**.

Edit Grade Scales

You can edit a grade scale from the Grade Scales window.

How to Edit a Grade Scale

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab.
3. Select **Grade Scales** mode.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

4. Double-click the grade scale you want to edit. The **Grade Scales Detail window** appears.
5. **Enter the required information**.
6. Click **Save**.

Delete Grade Scales

You can delete grade scale from the Grade Scales window using the **Minus (-)** button. Alternately, you can right-mouse click if you are using a two-button mouse.

How to Delete a Grade Scale

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab.
3. Select **Grade Scales** mode. The **Grade Scales window** appears.

> **Note:** To increase or decrease the size of the contents within the window, choose **View > Zoom**.

4. Select the grade scale you want to delete. Your selection appears highlighted in blue.

5. Click the **Minus (-)** button. The Delete Grade Scale window appears.

6. Click **Yes** to delete the grade scale. The grade scale no longer appears on the **Grade Scales Detail window**.

Final Grades

About Final Grades

On the **Scoresheet**, use Final Grade mode to view all final grade information for the selected reporting term. You can also enter final grades for additional components and view final grade category totals for the term.

Using a combination of options, you can control how final grades are calculated in your classes. **Final Grade Preferences** apply to all of your classes while Final Grade setup applies to a specific class and must be set up within each class.

Grade Setup

Use the **Grade Setup** window to specify how you want final grades to be calculated for students in your classes. Calculation methods include **total points**, **term weight**, or **category weight**.

Final Grades and Category Totals

When setting up **categories**, you can use the **Include in Final Grade** checkbox to indicate whether assignments within a category should be included in calculating final grades. The category totals display on the Scoresheet in Final Grade mode.

Final Grades and Assignments

When setting up **assignments**, you can use the **Include in Final Grade** checkbox to indicate whether assignments should be included in calculating final grades.

Note: The value set within an assignment overrides the value for the category the assignment belongs to.

Final Grades and Student Groups

When entering final grades, use the **Student Groups** pane to filter the Scoresheet to the selected group of students or to an individual student.

Additional Final Grade Columns

Depending on the Student Information System (SIS) used, additional final grade columns may appear on the Scoresheet in Final Grade mode. You may see a Citizenship column, or you may see hierarchical relationships between final grade items.

Enter Additional Final Grade Scores

Additional final grade items are distributed to teachers from the SIS and appear on the Scoresheet in Final Grade mode. These items may include Citizenship or other types of items that should be included on a report card.

How to Enter Additional Final Grade Scores

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. Select **Final Grade** mode.

4. Do one of the following:

    - Right-click on the score filed and point to **Grades**. Click on the appropriate grade on the sub-menu.

    - Right-click on the score field and select **Show Score Inspector**. The additional final grade Score Inspector opens.

    - From the gradebook menu bar, choose **Tools > Score Inspector.** The additional final grade Score Inspector opens.

5. When finished, click **Save**.

View Additional Final Grades Detail

View details for additional final grades on the Scoresheet. The additional final grade items are distributed to teachers from the SIS.

How to View Additional Final Grades Detail

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. Select **Final Grade** mode.

4. Double-click the additional final grade column. The **Final Grades Detail window** appears.

View Reporting Terms

To view reporting terms for your school, select the class and click the **Grades Setup** tab.

How to View Reporting Terms

1. Select a class from the **Classes pane**.

2. Click the **Grades Setup** tab.

3. Select **Final Grade** mode. The **Grades Setup window** displays the reporting term information for the section you are in.

    Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

Calculate Final Grades by Total Points

The total points method calculates final grades based on how many points a student has accumulated over the term divided by total points possible.

Note: You can calculate final grades by total points for all reporting terms within the reporting term hierarchy.

How to Calculate Final Grades by Total Points

1. Select a class from the **Classes pane**.

2. Click the **Grades Setup** tab.

3. Select **Final Grade** mode. The **Grades Setup window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

4. Click the name of the reporting term you want to set up final grade calculation for. The **Grade Setup Detail window** appears.

   Note: Calculate Final Grade Using options are based on the selected reporting term.

5. Select the **Total Points** option for **Calculate Final Grade Using**.

6. Enter the number of low scores you want to drop from the final grade calculation in the **Number of low scores to discard** field.

7. Click **Save**.

Calculate Final Grades by Term Weight

The term weight method calculates final grades based on the total points times the value (or weight) of each term.

Note: You can calculate final grades by term weights for reporting terms within the reporting term hierarchy that have shorter reporting terms within them.

How to Calculate Final Grades by Term Weight

1. Select a class from the **Classes pane**.

2. Click the **Grades Setup** tab.

3. Select **Calculations** mode.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

4. Click the name of the reporting term you want to set up final grade calculation for. The **Calculations Detail window** appears.

   Note: Calculate Final Grade Using options are based on the selected reporting term.

5. Select the **Term Weights** option for **Calculate Final Grade Using**. Term weights for the selected reporting term appear.

6. Double-click the term's **Weight** field. The field appears as an editable text field.

7. Enter the weight.

   Note: Up to two decimals may be entered.

8. Click **Save**.

Term Weight Examples

The following are examples of how term weights can be applied to specific terms created by the administrator.

Example 1

Name	Weight	Percent
S1		
Q1	2	40%
Q2	2	40%
E1	1	20%

Note: E1 is an example of a reporting term created by the administrator for the semester exam to be used in term weighting.

Example 2

Name	Weight	Percent
Y1		
S1		
Q1	2	25%
Q2	2	25%
S2		
Q3	2	25%
Q4	2	25%

Calculate Final Grades by Category Weight

The category weight method calculates final grades based on total points times the value (or weight) of each category or assignment.

Note: You can calculate final grades by category weight for all reporting terms within the reporting term hierarchy.

How to Calculate Final Grades by Category Weight

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab.

3. Select **Final Grade** mode. The **Grades Setup window** appears.

    Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

4. Click the name of the reporting term you want to set up final grade calculation for. The **Grade Setup Detail window** appears.

    Note: Calculate Final Grade Using options are based on the selected reporting term.

5. Select the **Category Weights** option for **Calculate Final Grade Using**.

To add a category:

1. Click **Add Category**. The Select Category window appears.

2. Select the checkbox next to each category you want to add.

3. Click **OK**. The category appears on the Grades Setup window.

4. Double-click the category's **Weight** field. The field appears as an editable text field.

5. Enter the weight.

6. Double-click the category's **Drop Low** field. The field appears as an editable text field.

7. Enter the number of low scores you want to drop from the final grade calculation.

8. Click **Save**.

9. Repeat for each additional category.

To remove a category:

1. Select the category you want to delete. The category appears highlighted.

2. Click **Remove**.

3. Click **Save**.

To add an assignment:

Note: The option to add an assignment is only available for the lower level terms within a term.

1. Click **Add Assignment**. The Select Assignment window appears.

2. Select the checkbox of the assignment you want to add.

3. Click **OK**. The assignment appears on the Grades Setup window.

4. Double-click the assignment's **Weight** field. The field appears as an editable text field.

5. Enter the weight.

6. Click **Save**.

7. Repeat for each additional assignment.

To remove an assignment:

1. Select the assignment you want to delete. The assignment appears highlighted.

2. Click **Remove**.

3. Click **Save**.

Manually Override Final Grades

After you enter final grades, you may need to override a calculated final grade for a student. When overriding a calculated grade, you can set a unique value for both percent and letter grade.

How to Manually Override a Final Grade

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. Choose a reporting term, week, or month from the **Filter By Reporting Term** pop-up menu. The **Scoresheet window** refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term, week, or month.

4. Click the final grade field of the student for which you want to manually override a final grade.

5. Do one of the following:

    - From the gradebook menu bar, choose **Tools > Score Inspector**.

    - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.

    - If using a two-button mouse, right-click and select **Score Inspector**.

    The **Score Inspector window** displays the final grade details.

6. Select the **Manual Override** checkbox.

7. Enter the new percent in the **Percent** field, if applicable.

8. Enter the new letter grade in the **Grade** field, if applicable.

9. Enter final grade text in the **Comment** field, if applicable.

    Note: It is not necessary to select the **Manual Override** checkbox in order to add, edit, or delete a final grade comment.

10. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

    Note: The final grade field appears shaded until you click **Save**.

11. Click **Save**. The final grade appears within the selected student final grade field.

    Note: The final grade appears bolded, italicized, and with a red circular "!". If a comment was entered, a blue circular "C" also appears.

Recalculate Final Scores

Recalculate Final Scores is a special function that is used as a final option when there is a question as to the accuracy of a final grade. This function is most commonly used when administrators change certain data that impacts final grade calculations. For example, any changes made to a grade scale for a section, such as the actual assigned grade scale or a modification to one or more grades within a grade scale will not be reflected in PowerTeacher gradebook until you recalculate final scores.

When recalculating final scores, final scores are recalculated for all students, both active and dropped. Recalculating final scores for dropped students is critical when a student has

changed enrollment, but you have not yet received or scored all assignments. After you have, you can recalculate final scores and then distribute the updated information to the student's new teacher via email or another method.

How to Recalculate Final Scores

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. From the gradebook menu bar, choose **Tools > Recalculate Final Scores**. The **Scoresheet window** refreshes, showing the recalculated final scores.

Final Grade Completion

Using the Final Grades Completion Status dialog to mark final grades as complete for the selected reporting period. In addition, you can add comments to the system administrator regarding the status of the final grades.

How to Mark Final Grades Complete

1. In the **Section Readiness Summary** area, click on the reporting term status. The [Term] Final Grades Completion Status dialog appears.

2. Select the **Final Grades Complete** checkbox.

3. Enter a comment in the [Term] Status Comment field.

   Note: You can submit a comment without checking the **Final Grades Complete** checkbox.

4. Click **OK**.

Import and Export

About Importing and Exporting

PowerTeacher gradebook provides the tools for exporting Scoresheet information for a single assignment from PowerTeacher gradebook into a comma-separated values (csv) text file using the PowerTeacher Score Template. The file can then be used to record assignment scores offline. Once you are finished recording assignment scores, you can then import the updated information back into PowerTeacher gradebook.

In addition to the PowerTeacher Score Template, you can also import scores for a single assignment using a variety of file **formats** from third party applications. If you use your own file format to import assignment score information, at a minimum, the file must contain a student identifier (school defined student number) column and a score column. You may also include columns, such as a student name column or additional score columns (if maintaining assignment score information for several assignments within a given import file).

Note: Although the PowerTeacher gradebook import function only imports scores for a single assignment at a given time, your import file may contain assignment score information for several assignments.

Export Scores

PowerTeacher Gradebook provides a standard export template that you can use to export Scoresheet information for a single assignment from PowerTeacher gradebook into a comma-separated values (csv) text file.

How to Export Scores

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Select the assignment column for which you want to export scores.

4. Do one of the following:

   - From the gradebook menu bar, choose **Tools > Export Scores Template**.

   - If using a one-button mouse, press **CONTROL+click** and select **Export Score Template**.

   - If using a two-button mouse, right-click and select **Export Score Template**.

   If no scores exist for this assignment, the Save Scores File window appears. Skip to step 6.

   If one or more scores exist for this assignment, the Export Scores Template window appears.

5. Click **Yes** to continue.

6. Note the **Save As** field populates with the name of the assignment followed by _pst.csv. Although it is recommended that you leave the default setting, you may enter a different file name for the export scores template.

7. Choose the location where you want to save the export scores template from the **Where** pop-up menu.

   Note: Desktop appears as the default setting. If you select a different location, that location then becomes the new default setting.

8. Click **Save**.

9. To view the export scores template, navigate to where the export scores template was saved and open it.

   The export scores template contains the following summary information:

   - Teacher Name
   - Section
   - Assignment Name
   - Due Date
   - Points Possible
   - Score Type (Points, Percentage, or Letter Grade)

   The export scores template contains the following column headers and data:

   - Student ID
   - Student Name (sorted alphabetically by last name first, then first name)
   - Score

Import Scores Using Basic Import

The basic import function provides you with the required tools needed to bring assignment score information into PowerTeacher gradebook. Before performing an import, you must have an **import file** containing the data to import.

How to Import Scores Using Basic Import

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Select the assignment column for which you want to import scores.

4. Do one of the following:

   - From the gradebook menu bar, choose **Tools > Import Scores**.
   - If using a one-button mouse, press **CONTROL+click** and select **Import Scores**.
   - If using a two-button mouse, right-click and select **Import Scores**.

   The Open Scores File window appears.

5. Select the file you want to import.

6. Click **Open**. The Import Scores window appears.

7. Click the **Basic** tab to perform a simple import of scores. The basic import scores information appears.

8. **Enter the information as needed**.

9. Click **Next**. The **summary** of import scores information appears.

10. Click **Import**. The Scoresheet window refreshes and the updated assignment scores appear.

Import Scores Using Advanced Import

The advanced import function provides you with the required tools needed to bring assignment score information into PowerTeacher gradebook, as well as additional import options. Before performing an import, you must have an **import file** containing the data to import.

How to Import Scores Using Advanced Import

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Select the assignment column for which you want to import scores.

4. Do one of the following:

   - From the gradebook menu bar, choose **Tools > Import Scores**.

   - If using a one-button mouse, press **CONTROL+click** and select **Import Scores**.

   - If using a two-button mouse, right-click and select **Import Scores**.

   The Open Scores File window appears.

5. Select the file you want to import.

6. Click **Open**. The Import Scores window appears.

7. Click the **Advanced** tab to perform a more complex import of scores. The advanced import scores information appears.

8. **Enter the information as needed**.

9. Click **Import**. The Scoresheet window refreshes and the updated assignment scores appear.

Scoresheets

About Scoresheets

The Scoresheet window is where you will probably spend most of your time. Using the Scoresheet window, you can create and score assignments, and view and edit final grades for students enrolled in a class.

View Scoresheets

To view assignments and scores for a particular class, select the class and click the **Scoresheet** tab.

Note: Past assignments are separated from future assignments by a divider and appear slightly shaded.

How to View a Scoresheet

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** displays basic score information.

    Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

Filter Scoresheets

By default, the Scoresheet window displays assignments and scores for all categories for students enrolled in the entire length of the class. You can customize the appearance on the Scoresheet window using filtering. Filtering allows you to indicate which assignments and scores appear based on reporting term, student group, category, or combination of.

How to Filter a Scoresheet

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

    Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Do one of the following:

    - Choose a reporting term, week, or month from the **Reporting Term** pop-up menu. The **Scoresheet window** refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term, week, or month.

    Note: The selected reporting term becomes the new default setting.

    - To filter by student groups, see *Filter by Student Groups*.

- To filter by category, see *Filter by Categories*.

View Scoresheet Statistics

The Summary section of the Scoresheet provides statistical information for assignments and final grades.

The mean is the mathematical average of the scores you entered. The median represents the middle of all values: one-half of the scores will be above this number and one-half will be below it. The mode indicates the most common value.

All of these values are indicators of how well students do on assignments. If any one of them is unexpectedly low, it may be that students need additional practice on the skills and concepts being assessed, or the assessment needs to be revised.

How to View Scoresheet Statistics

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.
3. Click **Summary** if not already displayed. The mean, median, and mode for each assignment and final grade appears.
4. Select an assignment. The points earned, percentage, and grade to date appear in the lower-left corner of the Scoresheet.

Mark Assignments Collected Using Scoresheet

To indicate that an assignment for a student has been collected, mark the assignment as Collected from the Scoresheet window or the **Score Inspector**. An assignment can be marked as collected with or without entering a score. If no score is entered, a green checkmark appears within the selected student assignment score field. If a score is entered, the checkmark is replaced with the score.

How to Mark an Assignment as Collected

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.
3. Click the assignment score field of the student whose assignment has been collected. The score field appears as an editable text field.
4. Enter **Col** in the score field.

   Note: For additional entry options, see *Quick Entry Tips*.
5. Click **Save**. The score appears on the **Scoresheet window**.

   Note: The **Save** and **Revert** buttons appear shaded until information is entered.

Mark Assignments Late Using Scoresheet

To indicate that an assignment for a student is late, mark the assignment as Late from the Scoresheet window or the **Score Inspector**. An assignment can be marked as late with or without entering a score. When marked as late, a red circular "L" appears within the selected student assignment score field.

How to Mark an Assignment as Late

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

    Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Click the assignment score field of the student whose assignment is late. The score field appears as an editable text field.

4. Enter **Lt** in the score field.

    Note: For additional entry options, see *Quick Entry Tips*.

5. Click **Save**. The score appears on the **Scoresheet window**.

    Note: The **Save** and **Revert** buttons appear shaded until information is entered.

Mark Assignments Exempt Using Scoresheet

To indicate that an assignment for a student is exempt, mark the assignment as Exempt from the Scoresheet window or the **Score Inspector**. An assignment can be marked as exempt with or without entering a score. If no score is entered, an italicized "Ex" appears within the selected student assignment score field. If a score is entered, the score appears italicized and shaded.

How to Mark an Assignment as Exempt

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

    Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Click the assignment score field of the student who you want to exempt from the assignment. The score field appears as an editable text field.

4. Enter **Ex** in the score field.

    Note: For additional entry options, see *Quick Entry Tips*.

5. Click **Save**. The score appears on the **Scoresheet window**.

    Note: The **Save** and **Revert** buttons appear shaded until information is entered.

Mark Assignments Missing Using Scoresheet

To indicate that an assignment for a student is missing, mark the assignment as Missing from the Scoresheet window or the **Score Inspector**. If marked as missing, an orange circular "M" appears within the selected student assignment field. If the assignment is marked as Collected, the orange "M" is replaced with a green checkmark. If a score is entered, the orange "M" is replaced with is replaced with the score.

How to Mark an Assignment as Missing

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.
3. Click the assignment score field of the student whose assignment is missing. The score field appears as an editable text field.
4. Enter **Mi** in the score field.

   Note: For additional entry options, see *Quick Entry Tips*.
5. Click **Save**. The score appears on the **Scoresheet window**.

   Note: The **Save** and **Revert** buttons appear shaded until information is entered.

Enter Scores Using Scoresheet

You can enter scores from the Scoresheet window or the **Score Inspector**.

Shortcut Key

When entering scores, you can use the equal sign (=) to populate the score field with the maximum score possible for an assignment based on the scoring type of the assignment. For percentage, 100% is entered. For points, the maximum possible points for the assignment are entered. For a letter grade, the highest possible grade in the grade scale associated with the section is entered.

How to Enter a Score

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.
3. Select **Assignments** mode.
4. Click the assignment score field of the student for which you want to enter a score. The score field appears as an editable text field.
5. Enter the score in the score field.

   Note: For additional entry options, see *Quick Entry Tips*.

5. Press **ENTER** or **RETURN**. The score appears, the final grade automatically recalculates, and the cursor advances to the next assignment field.

   Note: The score field and the final grade field appear shaded until you click **Save**.

6. Click **Save**. The score appears on the **Scoresheet window**.

   Note: The **Save** and **Revert** buttons appear shaded until information is entered.

Edit Scores Using Scoresheet

You can edit a score from the Scoresheet window or the **Score Inspector**.

How to Edit a Score

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Click the assignment score field of the student for which you want to edit a score. The score field appears as an editable text field.

4. Enter the new score in the score field.

   Note: For additional entry options, see *Quick Entry Tips*.

5. Press **ENTER** or **RETURN**. The new score appears, the final grade automatically recalculates, and the cursor advances to the next assignment field.

   Note: The score field and the final grade field appear shaded until you click **Save**.

6. Click **Save**. The new score appears on the **Scoresheet window**.

   Note: The **Save** and **Revert** buttons appear shaded until information is entered.

Delete Scores Using Scoresheet

You can delete a score from the Scoresheet window or the **Score Inspector**.

How to Delete a Score

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Click the assignment score field of the student for which you want to delete a score. The score field appears as an editable text field.

4. Highlight the score and press **DELETE**.

5. Press **ENTER** or **RETURN**. The score no longer appears on the **Scoresheet window** and the cursor advances to the next assignment field.

Fill Scores

Use the Fill Scores command to quickly and easily enter the same score for all students or for only those with unrecorded scores. For example, if all but two students in a class receive the same assignment score, use the **Fill Scores** function to enter that score for the class with the exception of the scores already entered for the two students.

You can fill scores from the gradebook menu bar. Alternately, you can right-mouse click if you are using a two-button mouse.

How to Fill Scores

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

   Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Select the assignment column for which you want to fill scores.

4. From the gradebook menu bar, choose **Tools > Fill Scores**. The **Fill Scores window** appears.

   Note: For additional entry options, see *Quick Entry Tips*.

5. Indicate whether you want to only fill empty scores or replace all scores by selecting one of the following options:

   - **Fill empty scores for the selected assignment**

   - **Replace all scores for the selected assignment**

6. To indicate the assignment status, select one of the following:

   - **Collected**

   - **Late**

   - **Exempt Score**

7. Enter the score in the **Score** field.

8. Manually enter score comments in the **Comment** field or click **Comment Bank** to select one or more predefined comments.

   Note: If using the Comment Bank, you can press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple comments. When you have finished making your selections, click **Insert Selected Comments** and then click **OK**.

9. Click **OK**.

Score Inspector

About Score Inspector

The Score Inspector provides an alternative way of entering scores and, in many cases, comments. After you open the Score Inspector window, it floats above the Scoresheet window. You may want to move it to a convenient location on your desktop, so you can work with the Scoresheet. The Score Inspector remains open until you close it.

The Score Inspector changes depending on the score field you select. For example, when you view the Score Inspector for a final grade, the options are different than the Score Inspector for an assignment.

Score Comments

On the Score Inspector Comment tab, you can enter predefined comments from the Comment Bank, or manually enter comments.

If you have multiple final grade items, distinct final grade comment sets appear on the Scoresheet, and the Comment Inspector is used to enter predefined or manually entered comments. The Comment Inspector functions just like the Score Inspector, allowing you to easily select predefined comments or enter your own comments. If you do not have multiple final grade items, use the Comment tab on the Score Inspector to enter comments.

View Assignment Score Details

You can view assignment details from the Score Inspector window.

How to View Assignment Score Details

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click the assignment score field of the student for which you want to view assignment score details.
4. Do one of the following:
   - From the gradebook menu bar, choose **Tools > Score Inspector**.
   - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
   - If using a two-button mouse, right-click and select **Score Inspector**.

   The **Score Inspector window** displays the assignment details.

View Student Final Grade Details

You can view final grade details from the Score Inspector window.

How to View Final Grade Details

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. Select **Final Grade** mode.

4. Click the final grade field of the student for which you want to view final grade details.

5. Do one of the following:

   - From the gradebook menu bar, choose **Tools > Score Inspector**.

   - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.

   - If using a two-button mouse, right-click and select **Score Inspector**.

   The **Score Inspector window** displays the final grade details.

Mark Assignments Collected Using Score Inspector

To indicate that an assignment for a student has been collected, mark the assignment as Collected using the Score Inspector or the **Scoresheet window**. An assignment can be marked as collected with or without entering a score. If no score is entered, a green checkmark appears within the selected student assignment score field. If a score is entered, the checkmark is replaced with the score.

How to Mark an Assignment as Collected

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. Click the assignment score field of the student whose assignment has been collected.

4. Do one of the following:

   - From the gradebook menu bar, choose **Tools > Score Inspector**.

   - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.

   - If using a two-button mouse, right-click and select **Score Inspector**.

   The **Score Inspector window** displays the assignment details.

5. Select the **Collected** checkbox.

   Note: For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

   Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.

7. Click **Save** on the Scoresheet window.

Mark Assignments Late Using Score Inspector

To indicate that an assignment for a student is late, mark the assignment as Late using the Score Inspector or the **Scoresheet window**. An assignment can be marked as late with or without entering a score. If marked as late, a red circular "L" appears within the selected student assignment field.

How to Mark an Assignment as Late

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. Click the assignment score field of the student whose assignment is late.

4. Do one of the following:

   - From the gradebook menu bar, choose **Tools > Score Inspector**.

   - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.

   - If using a two-button mouse, right-click and select **Score Inspector**.

   The **Score Inspector window** displays the assignment details.

5. Select the **Late** checkbox.

   Note: For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

   Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.

7. Click **Save** on the Scoresheet window.

Mark Assignments Exempt Using Score Inspector

To indicate that an assignment for a student is exempt, mark the assignment as Exempt using the Score Inspector or the **Scoresheet window**. An assignment can be marked as exempt with or without entering a score. If no score is entered, an italicized "Ex" appears within the selected student assignment score field. If a score is entered, the score appears italicized and shaded.

How to Mark an Assignment as Exempt

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. Click the assignment score field of the student who you want to exempt from the assignment.

4. Do one of the following:

   - From the gradebook menu bar, choose **Tools > Score Inspector**.

   - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.

- If using a two-button mouse, right-click and select **Score Inspector**.

The **Score Inspector window** displays the assignment details.

5. Select the **Exempt** checkbox.

  Note: For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

  Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.

7. Click **Save** on the Scoresheet window.

Mark Assignments Missing Using Score Inspector

To indicate that an assignment for a student is missing, mark the assignment as Missing using the Score Inspector or the **Scoresheet window**. If marked as missing, an orange "M" appears within the selected student assignment field. If the assignment is marked as Collected, the orange "M" is replaced with a green checkmark. If a score is entered, the orange "M" is replaced with is replaced with the score.

How to Mark an Assignment as Missing

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. Click the assignment score field of the student whose assignment is missing.

4. Do one of the following:

    - From the gradebook menu bar, choose **Tools > Score Inspector**.

    - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.

    - If using a two-button mouse, right-click and select **Score Inspector**.

  The **Score Inspector window** displays the assignment details.

5. Select the **Missing** checkbox.

  Note: For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

  Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.

7. Click **Save** on the Scoresheet window.

Enter Scores Using Score Inspector

You can enter assignment scores using the Score Inspector or the **Scoresheet window**.

How to Enter a Score

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears

3. Click **Assignments** mode.

4. Click the assignment score field of the student for which you want to enter a score.

5. Do one of the following:

   - From the gradebook menu bar, choose **Tools > Score Inspector**.

   - If using a one-button mouse, press **COMMAND+click** and select **Show Score Inspector**.

   - If using a two-button mouse, right-click and select **Show Score Inspector**.

   The **Score Inspector window** displays the assignment details.

5. Enter the score in the **Score** field.

   Note: For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

   Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.

7. Click **Save** on the Scoresheet window. The score appears on the Scoresheet window.

Edit Scores Using Score Inspector

You can edit a score using the Score Inspector or the **Scoresheet window**.

How to Edit a Score

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. Click the assignment score field of the student for which you want to edit a score.

4. Do one of the following:

   - From the gradebook menu bar, choose **Tools > Score Inspector**.

   - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.

   - If using a two-button mouse, right-click and select **Score Inspector**.

   The **Score Inspector window** displays the assignment details.

5. Enter the new score in the **Score** field.

   Note: For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

   Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.

7. Click **Save** on the Scoresheet window. The new score appears on the Scoresheet window.

Delete Scores Using Score Inspector

You can delete a score using the Score Inspector or the **Scoresheet window**.

How to Delete a Score

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click the assignment score field of the student for which you want to delete a score.
4. Do one of the following:
   - From the gradebook menu bar, choose **Tools > Score Inspector**.
   - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
   - If using a two-button mouse, right-click and select **Score Inspector**.

   The **Score Inspector window** displays the assignment details.
5. Highlight the score and press **DELETE**.
6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

   Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.
7. Click **Save** on the Scoresheet window. The score no longer appears on the Scoresheet.

Add Assignment Score Comments

When entering an assignment score comment, you can use plain text, HTML, and predefined comments. After entering an assignment score comment, this information may be shared with administrators, parents, and students. In order for parents and student to view this information, you need to **publish it**.

How to Add an Assignment Score Comment

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click the assignment score field of the student for which you want to enter a score comment.
4. Do one of the following:
   - From the gradebook menu bar, choose **Tools > Score Inspector**.
   - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
   - If using a two-button mouse, right-click and select **Score Inspector**.

   The **Score Inspector window** displays the assignment details.
5. Manually enter assignment score comments in the **Comment** field or click **Comment Bank** to select one or more predefined comments.

Note: For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

    Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the **Score Inspector window**.

7. Click **Save** on the **Scoresheet window**. A blue circular "C" appears within the selected student assignment score field.

    Note: To view the comment, hover the mouse over the comment icon.

Edit Assignment Score Comments

You can edit an assignment score comment using the Score Inspector.

How to Edit a Score Comment

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. Click the assignment score field of the student for which you want to edit a score comment.

4. Do one of the following:

    - From the gradebook menu bar, choose **Tools > Score Inspector**.

    - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.

    - If using a two-button mouse, right-click and select **Score Inspector**.

    The **Score Inspector window** displays the assignment details.

5. Manually enter assignment score comments in the **Comment** field or click **Comment Bank** to select one or more predefined comments.

    Note: For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

    Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the **Score Inspector window**.

7. Click **Save** on the **Scoresheet window**. A blue circular "C" appears within the selected student assignment score field.

    Note: To view the comment, hover the mouse over the comment icon.

Delete Assignment Score Comments

You can delete an assignment score comment using the Score Inspector.

How to Delete a Score Comments

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. Click the assignment score field of the student for which you want to delete a score comment.

4. Do one of the following:

   - From the gradebook menu bar, choose **Tools > Score Inspector**.
   - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
   - If using a two-button mouse, right-click and select **Score Inspector**.

   The **Score Inspector window** displays the assignment details.

5. Highlight the comment text in the **Comment** field and press **DELETE**.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

   Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the **Score Inspector window**.

7. Click **Save** on the **Scoresheet window**. The blue circular "C" no longer appears within the selected student assignment score field.

Add Final Grade Comments

When entering a final grade comment, you can use plain text, HTML, and predefined comments. After entering a final grade comment, this information may be shared with administrators, parents, and students. In order for parents and student to view this information, you need to **publish it**.

How to Add a Final Grade Comment

1. Select a class from the **Classes pane**.

2. Click the **Scoresheet** tab. The **Scoresheet window** appears.

3. Click the final grade field of the student for which you want to enter a final grade comment.

4. Do one of the following:

   - From the gradebook menu bar, choose **Tools > Score Inspector**.
   - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
   - If using a two-button mouse, right-click and select **Score Inspector**.

   The **Score Inspector window** displays the final grade details.

5. Manually enter final grade comments in the **Comment** field or click **Comment Bank** to select one or more predefined comments.

   Note: For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

   Note: Click **Clear** to discard changes made to the selected student's final grade or click **Close** to close the **Score Inspector window**.

7. Click **Save** on the **Scoresheet window**. A blue circular "C" appears within the selected student final grade field.

Edit Final Grade Comments

You can edit a final grade comment using the Score Inspector.

How to Edit a Final Grade Comment

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click the final grade field of the student for which you want to edit a final grade comment.
4. Do one of the following:
   - From the gradebook menu bar, choose **Tools > Score Inspector**.
   - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
   - If using a two-button mouse, right-click and select **Score Inspector**.

   The **Score Inspector window** displays the final grade details.
5. Manually enter final grade comments in the **Comment** field or click **Comment Bank** to select one or more predefined comments.

   Note: For additional entry options, see *Quick Entry Tips*.
6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

   Note: Click **Clear** to discard changes made to the selected student's final grade or click **Close** to close the **Score Inspector window**.
7. Click **Save** on the **Scoresheet window**. A blue circular "C" appears within the selected student final grade field.

Delete Final Grade Comments

You can delete a final grade comment using the Score Inspector.

How to Delete a Final Grade Comment

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. Click the final grade field of the student for which you want to delete a final grade comment.
4. Do one of the following:
   - From the gradebook menu bar, choose **Tools > Score Inspector**.
   - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
   - If using a two-button mouse, right-click and select **Score Inspector**.

   The **Score Inspector window** displays the final grade details.
5. Highlight the comment text in the **Comment** field and press **DELETE**.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

   Note: Click **Clear** to discard changes made to the selected student's final grade or click **Close** to close the **Score Inspector window**.

7. Click **Save** on the **Scoresheet window**. The blue circular "C" no longer appears within the selected student final grade field.

Reports

About Reports

You can print various reports whenever you want, without having to wait for your school administrator to do it for you. PowerTeacher gradebook offers a selection of reports to assist you in daily classroom activities, as well as with assessing student performance. Using the Reports window, 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 a specific set, group, individual student, selection of students, or any combination. For more information, see **_Student Groups_**.

Report Format

When generating reports, you can choose from three output formats:

Format	Description
PDF	A cross-platform Portable Document Format (PDF) file that can be read and printed by a PDF reader, such as Adobe Acrobat Reader or Preview. **Note:** Reports generated using this format have a file extension of .pdf, such as reportname.pdf.
HTML	A file that can be read by a browser such as Safari or Internet Explorer. **Note:** Reports generated using this format have a file extension of .html, such as reportname.html.
Export (CSV)	A text file consisting of the data, separated by commas. This file can be opened with Excel or another spreadsheet application. **Note:** Reports generated using this format have a file extension of .csv, such as reportname.csv.

Format options vary depending on the report. Generate reports can be made available in electronic or hard copy format.

When opening a report, PowerTeacher gradebook looks to the default browser to determine how to handle the report. If a report does not open automatically, either the application needed to open the report does not exist or the default browser does not know how to handle the report. If this happens, run the report again and save it to your desktop.

For Mac, right-click on the file and choose **Get Info**. The report info window appears. Expand the **Open with** section by clicking the down arrow. Choose the default application you want to use to open all reports using a given file extension from the pop-up menu and click **Change All**. A prompt appears verifying your selection, click **Continue**.

For Windows, right-click on the file and choose **Open With > Choose Program**. The Open With window appears. Select the default application you want to use to open all reports

using a given file extension from the **Programs** list. Select the **Always use the selected program to open this kind of file** checkbox and click **OK**.

Run the Attendance Grid Report

Run the Attendance Grid report to generate a student and date grid for taking attendance. You can use this report to take attendance at field trips or other out-of-classroom events. You can also use it as a convenient roster for taking notes during student presentations or to track class participation.

How to Run the Attendance Grid Report

1. Select a class from the **Classes pane**.

2. Click the **Reports** tab. The **Reports window** appears.

3. Click **Attendance Grid**. The **Attendance Grid window** appears.

4. To use the default report settings, skip to Step 5. Otherwise, **edit the information as needed**.

5. Click **Run Report**. The **Report Complete window** appears.

6. To open the report:

    a. Select the **Open Report** option.

    b. Click **OK**. The report results display based on the parameters you selected.

7. To save the report to a file:

    a. Select the **Save Report** option.

    b. Click **OK**. The Save Report window appears.

    c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Attendance Grid**.

    d. Choose the location where you want to save the report from the **Where** pop-up menu.

    Note: Desktop appears as the default setting. If you select a different location, that location then becomes the new default setting.

    e. Click **Save**. The Attendance Grid Report Complete window appears.

    f. Click **OK**.

    g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

Run the Category Total Report

Run the Category Total report to generate a summary of the assignment category totals for each reporting term. It can be grouped by student and class. This report displays graphs for assignment count and average score per category.

How to Run Category Total Report

1. Select a class from the **Classes pane**.

2. Click the **Reports** tab. The **Reports window** appears.

3. Click **Run Category Total**. The **Category Total Report window** appears.

4. To use the default report settings, skip to Step 5. Otherwise, **edit the information as needed**.

5. Click **Run Report**. The **Report Complete window** appears.

6. To open the report:

   a. Select the **Open Report** option.

   b. Click **OK**. The report results display based on the parameters you selected.

7. To save the report to a file:

   a. Select the **Save Report** option.

   b. Click **OK**. The Save Report window appears.

   c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Category Total Report**.

   d. Choose the location where you want to save the report from the **Where** pop-up menu.

   Note: Desktop appears as the default setting. If you select a different location, that location then becomes the new default setting.

   e. Click **Save**. The Attendance Grid Report Complete window appears.

   f. Click **OK**.

   g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

Run the Final Grade and Comment Verification Report

Run the Final Grade and Comment Verification report to generate a list of final grades and teacher comments for students grouped by section, then by reporting term.

How to Run the Final Grade and Comment Verification Report

1. Select a class from the **Classes pane**.

2. Click the **Reports** tab. The **Reports window** appears.

3. Click **Final Grade and Comment Verification**. The **Final Grade and Comment Verification window** appears.

4. To use the default report settings, skip to Step 5. Otherwise, **edit the information as needed**.

5. Click **Run Report**. The **Report Complete window** appears.

6. To open the report:

   a. Select the **Open Report** option.

   b. Click **OK**. The report results display based on the parameters you selected.

7. To save the report to a file:

    a. Select the **Save Report** option.

    b. Click **OK**. The Save Report window appears.

    c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Final Grade and Comment Verification**.

    d. Choose the location where you want to save the report from the **Where** pop-up menu.

Note: Desktop appears as the default setting. If you select a different location, that location then becomes the new default setting.

    e. Click **Save**. The Final Grade and Comment Verification Report Complete window appears.

    f. Click **OK**.

    g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

Run the Individual Student Report

Run the Individual Student report to generate section scores by assignment, and the final grade for each reporting term, listed in a one page per student layout.

How to Run the Individual Student Report

1. Select a class from the **Classes pane**.

2. Click the **Reports** tab. The **Reports window** appears.

3. Click **Individual Student Report**. The **Individual Student Report window** appears.

4. To use the default report settings, skip to Step 5. Otherwise, **edit the information as needed**.

5. Click **Run Report**. The **Report Complete window** appears.

6. To open the report:

    a. Select the **Open Report** option.

    b. Click **OK**. The report results display based on the parameters you selected.

7. To save the report to a file:

    a. Select the **Save Report** option.

    b. Click **OK**. The Save Report window appears.

    c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Individual Student**.

    d. Choose the location where you want to save the report from the **Where** pop-up menu.

Note: Desktop appears as the default setting. If you select a different location, that location then becomes the new default setting.

    e. Click **Save**. The Individual Student Report Complete window appears.

f. Click **OK**.

g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

Run the Missing Assignment Report

Run the Missing Assignments report to generate a list of assignments that have not been scored. The report can be generated for assignments that are missing per assignment or per student.

How to Run the Missing Assignment Report

1. Select a class from the **Classes pane**.

2. Click the **Reports** tab. The **Reports window** appears.

3. Click **Missing Assignment**. The **Missing Assignment window** appears.

4. To use the default report settings, skip to Step 5. Otherwise, **edit the information as needed**.

5. Click **Run Report**. The **Report Complete window** appears.

6. To open the report:

    a. Select the **Open Report** option.

    b. Click **OK**. The report results display based on the parameters you selected.

7. To save the report to a file:

    a. Select the **Save Report** option.

    b. Click **OK**. The Save Report window appears.

    c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Missing Assignment**.

    d. Choose the location where you want to save the report from the **Where** pop-up menu.

    Note: Desktop appears as the default setting. If you select a different location, that location then becomes the new default setting.

    e. Click **Save**. The Missing Assignment Report Complete window appears.

    f. Click **OK**.

    g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

Run the Scoresheet Report

Run the Scoresheet report to generate a spreadsheet-style summary of student grade and assignment date. You can use this report to view final grades for all reporting terms and assignments that are within a specific date range, for all students.

How to Run the Scoresheet Report

1. Select a class from the **Classes pane**.

2. Click the **Reports** tab. The **Reports window** appears.

3. Click **Scoresheet**. The **Scoresheet Report window** appears.

4. To use the default report settings, skip to Step 5. Otherwise, **edit the information as needed**.

5. Click **Run Report**. The **Report Complete window** appears.

6. To open the report:

    a. Select the **Open Report** option.

    b. Click **OK**. The report results display based on the parameters you selected.

7. To save the report to a file:

    a. Select the **Save Report** option.

    b. Click **OK**. The Save Report window appears.

    c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Scoresheet**.

    d. Choose the location where you want to save the report from the **Where** pop-up menu.

    Note: Desktop appears as the default setting. If you select a different location, that location then becomes the new default setting.

    e. Click **Save**. The Scoresheet Report Complete window appears.

    f. Click **OK**.

    g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

Run the Student Multi-Section Report

Run the Student Multi-Section report to generate section scores by assignment, and the final grade for each reporting term, listed in a one page per student layout. This report is similar to the Individual Student Report, but is able to present information from any section that the student is taking.

Note: This report only displays data entered by teachers who use PowerTeacher gradebook. If other teachers are entering assignments and scores through other applications then that data does not display.

How to Run the Student Multi-Section Report

1. Select a class from the **Classes pane**.

2. Click the **Reports** tab. The **Reports window** appears.

3. Click **Student Multi-Section Report**. The **Student Multi-Section Report window** appears.

4. To use the default report settings, skip to Step 5. Otherwise, **edit the information as needed**.

5. Click **Run Report**. The **Report Complete window** appears.

6. To open the report:

    a. Select the **Open Report** option.

    b. Click **OK**. The report results display based on the parameters you selected.

7. To save the report to a file:

    a. Select the **Save Report** option.

    b. Click **OK**. The Save Report window appears.

    c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Scoresheet**.

    d. Choose the location where you want to save the report from the **Where** pop-up menu.

    Note: Desktop appears as the default setting. If you select a different location, that location then becomes the new default setting.

    e. Click **Save**. The Scoresheet Report Complete window appears.

    f. Click **OK**.

    g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

Run the Student Roster Report

Run the Student Roster report to generate a summary of student demographic information on a student-by-student basis. When generating this report, you can specify which columns of student data to list on the report, and in what order. In addition, you can add up to six blank columns with customizable column headings.

How to Run the Student Roster Report

1. Select a class from the **Classes pane**.

2. Click the **Reports** tab. The **Reports window** appears.

3. Click **Student Roster**. The **Student Roster window** appears.

4. To use the default report settings, skip to Step 5. Otherwise, **edit the information as needed**.

5. Click **Run Report**. The **Report Complete window** appears.

6. To open the report:

    a. Select the **Open Report** option.

    b. Click **OK**. The report results display based on the parameters you selected.

7. To save the report to a file:

    a. Select the **Save Report** option.

    b. Click **OK**. The Save Report window appears.

    c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Student Roster**.

    d. Choose the location where you want to save the report from the **Where** pop-up menu.

Note: Desktop appears as the default setting. If you select a different location, that location then becomes the new default setting.

    e. Click **Save**. The Student Roster Complete window appears.

    f. Click **OK**.

    g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

Quit PowerTeacher Gradebook

About Quitting

When you are finished working in PowerTeacher gradebook, it is important to quit the application, which you can do from any gradebook window.

Quit PowerTeacher Gradebook

To quit PowerTeacher gradebook, use the gradebook menu bar.

How to Quit PowerTeacher Gradebook

1. From the gradebook menu bar, choose **File > Save**.

2. From the gradebook menu bar, choose **PowerTeacher Gradebook > Quit PowerTeacher Gradebook**.

   Note: If you have unsaved changes, a window indicates the changes that you made. To save the changes, click **Yes**. Otherwise, click **No**.

Appendix: Field Description Table

Add Web Link Dialog

The following tables describe the fields that are visible on this dialog when performing certain functions.

Field	Description
URL	Enter the Web address for this link.
Link Text	Enter the text to display for the link.
Open this link in a new browser window	Select the checkbox to launch a new browser window when the link is clicked.
Cancel	Click to discard any changes you made and close the window.
OK	Click to save your changes.

Additional Final Grade Score Inspector Window

The following tables describe the fields that are visible on this window when performing certain functions.

Note: Depending on the grade scale assigned, some fields may not appear on the Score Inspector.

Field	Description
Student	Name of the selected student.
	Note the arrows next to the student name. Click the **Next** arrow to move to the next student (within the Scoresheet). Click the **Previous** arrow to move to the previous student (within the Scoresheet).
Final Grade Item	Name of the final grade item.
	Note the arrows next to the final grade item. Click the **Next** arrow to move to the next final grade item (within the Scoresheet). Click the **Previous** arrow to move to the previous final grade item (within the Scoresheet).
Reporting Term	Selected reporting term.
Scoring Type	The scoring type assigned to this final grade item.
[Grade Scale]	Select the grade from the pop-up menu.
	Note the arrows next to the pop-up menu. Click the **Next** arrow to move to the next grade on the pop-up menu. Click the **Previous** arrow to move to the previous grade on the

Field	Description
	pop-up menu.
Grade Scale	The assigned grade scale for this final grade item.
Grade	The letter grade assigned to the grade scale appears.
Cut Off	The percentage cutoff for the grade appears.
Value	The percent value assigned to the grade appears.
Clear	Click to discard any changes you made.
Close	Click to save your changes and close the window.

Assignment Detail Window

Work with Assignments

The following tables describe the fields that are visible on this window when performing certain functions.

Assignment Tab

Field	Description
Name	Enter the assignment name. **Note:** Spell check enabled field.
Abbreviation	Enter the assignment abbreviation. **Note:** After you have entered an assignment **Name** and advanced to another field, the **Abbreviation** field automatically populates with the name of the assignment (up to 30 characters).
Category	Use the pop-up menu to choose the category by which the assignment should be grouped.
Score Type	If a category is selected, the score type defaults to the category score type. Use the pop-up menu to choose the method by which the assignment should be recorded: **Points**, **Percentage**, or **Letter Grade**.
Points Possible	If a category is selected, the points possible defaults to the category points possible. Enter the number of points possible for the assignment.
Weight	Enter the weight of the assignment. The system multiplies both the assignment's points possible and the students' scores by this weight when calculating final grades.

Field	Description
Date Due	Enter the date the assignment is due by doing one of the following: • Leave the default date. • Enter a different date using the format mm/dd/yyyy. • Click the **Calendar** icon and select the date. • Clear the field. **Note:** This field auto-populates with a date based on the date of entry. If the date of entry is before the section start date, the field populates with the section start date. If the date of entry is after the section end date, the field populates with the section end date. If the date of entry falls between the section's start and end dates, the field populates with today's date.
Include in Final Grade	If a category is selected, the checkbox defaults based on the category. Select the checkbox to include this assignment in final grade calculation.
Description	Detailed information about the assignment. This information may be shared with administrators, parents, and students. Enter the description of the assignment using plain text, HTML, or a combination of both. **Note:** Spell check enabled field. For example: [Plain text] Analyze and write 500-word essay on Herman Melville's Billy Bud. What point is the author trying to make? Support your idea with several aspects of the story - plot, characterization, setting, irony, symbolism, imagery, etc. Show how these different aspects work together to convey the message. Please refer to the following resources: [HTML describing the resources, showing pictures, and links to these sites.]
+ link	Click to open the **Web Link dialog**.
Revert	Click to discard any changes you made. **Note:** This button appears shaded until information is entered.
Save	Click to save your changes. **Note:** This button appears shaded until information is entered.

Publish Tab

Field	Description
Publish Assignment	In order for parents and student to view assignment information, choose one of the following from the pop-up menu: • **Immediately** • **On Specific Date** • **Days Before Due** • **On Due Date** If you do not want share assignment information with parents and students, you can elect not to publish an assignment by choosing **Never** from the pop-up menu. **Note:** If an assignment is included in calculating final grades and impacts the final grade, it must be published in order for parents and students to view. The pop-up menu cannot be set to **Never**. For more information, see *Publish Assignments*.
On Date	If you selected **On Specific Date**, enter the date the assignment should appear in the field using the format mm/dd/yyyy, or click the Calendar icon and select the date.
Days Before Due	If you selected **Days Before Due**, enter the number of days the assignment should appear prior to the date that it is due in the field.
Publish Scores	Select the checkbox to publish the assignment score, which then may be shared with administrators, parents, and students. Deselect the checkbox if you do not want share assignment score information with parents and students.
Revert	Click to discard any changes you made. **Note:** This button appears shaded until information is entered.
Save	Click to save your changes. **Note:** This button appears shaded until information is entered.

Assignment Score Inspector Window

The following tables describe the fields that are visible on this window when performing certain functions.

Score Tab

Field	Description
Student	Name of the selected student.
	Note the arrows next to the student name. Click the **Next** arrow to move to the next student (within the Scoresheet). Click the **Previous** arrow to move to the previous student (within the Scoresheet).
Assignment	Name of the selected assignment.
	Note the arrows next to the assignment name. Click the **Next** arrow to move to the next assignment (within the Scoresheet). Click the **Previous** arrow to move to the previous assignment (within the Scoresheet).
Score Type	How the assignment is recorded: Points, Percentage, or Letter Grade.
Collected	Whether an assignment for a student was collected.
Late	Whether an assignment for a student was turned in late.
Exempt	Whether an assignment for a student is exempt.
Missing	Whether an assignment for a student is missing.
Score	Score earned by the student for the selected assignment. Entry must match the score type: Points, Percentage, or Letter Grade.
Points	Points earned and points possible based on score entered.
Percent	Percentage based on score entered.
Grade	Letter grade based on the score entered.
Comment	Detailed information about the assignment score. This information may be shared with administrators, parents, and students.
	Enter the assignment score comment using plain text, HTML, and predefined comments. You can also enter comments on the Comment tab, or combine manually entered comments with those selected from the Comment Bank.
	Note: Spell check enabled field.
	Once a score comment has been entered, a blue circular "C" appears within the selected student assignment score field on the Scoresheet window. To view the comment, hover the mouse over the comment icon.
Clear	Click to discard any changes you made.
Close	Click to save your changes and close the window.

Comment Tab

Field	Description
Student	Name of the selected student.
	Note the arrows next to the student name. Click the **Next** arrow to move to the next student (within the Scoresheet). Click the **Previous** arrow to move to the previous student (within the Scoresheet).
Assignment	Name of the selected assignment.
	Note the arrows next to the assignment name. Click the **Next** arrow to move to the next assignment (within the Scoresheet). Click the **Previous** arrow to move to the previous assignment (within the Scoresheet).
Code	The numeric, alphabetical, or alphanumeric comment code.
	Click the column heading to sort in descending order. Click the column heading again to sort in ascending order.
Comment	The pre-defined comment text stored in the Comment Bank.
	Note: Depending on the SIS, the Comment Bank may not display.
	Click the column heading to sort in ascending order. Click the column heading again to sort in descending order.
	Select one or more predefined comments. Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple comments.
Category	The category to which the comment is assigned. The comment bank groups the comments by category.
	Click the column heading to sort in ascending order. Click the column heading again to sort in descending order.
Separate Comments Using	Use the pop-up menu to indicate the method by which you want to separate comments:
	• Choose **Spaces** to separate comments using double spaces.
	• Choose **Line Breaks** to separate comments using a new line. This is the initial default setting.
	Note: After you indicate a preference, it becomes the default setting.
Insert Selected	Click to insert the selected predefined comments into the **Comments** field.
Resize Bar	Click to resize the Comment Bank. Drag the bar up or down to show or hide comments.
Comment	The selected predefined comments appear.
	You can combine also manually enter the assignment score

Field	Description
	comment using plain text or HTML. You can combine manually entered comments with those selected from the Comment Bank. **Note:** Spell check enabled field.
Clear	Click to discard any changes you made.
Close	Click to save your changes.
Resize Control	Click the bottom right corner of the window to resize the Score Inspector.

Assignments Window

The following tables describe the fields that are visible on this window when performing certain functions.

Field	Description
Filter By Reporting Term	To view assignments with a due date that falls within a specific reporting term, week, or month, choose a reporting term, week, or month from the pop-up menu. The Assignments window refreshes and displays only those assignments with a due date that falls within that selected reporting term, week, or month. **Note:** The selected reporting term becomes the new default setting.
Name	The assignment name appears. **Note:** Click the column heading to sort in descending order. Click again to sort in ascending order. Click and hold on the column heading and drag to change the order in which the columns appear on the page.
Abbreviation	The assignment abbreviation appears. **Note:** Click the column heading to sort in descending order. Click again to sort in ascending order. Click and hold on the column heading and drag to change the order in which the columns appear on the page.
Category	The category by which the assignment is grouped appears. **Note:** Click the column heading to sort in descending order. Click again to sort in ascending order. Click and hold on the column heading and drag to change the order in which the columns appear on the page.
Points Possible	The number of points possible for the assignment appears. **Note:** Click the column heading to sort in descending order. Click again to sort in ascending order. Click and hold on the column heading and drag to change the order in which the

Field	Description
	columns appear on the page.
Weight	The weight of the assignment appears. **Note:** Click the column heading to sort in descending order. Click again to sort in ascending order. Click and hold on the column heading and drag to change the order in which the columns appear on the page.
Date Due	The date the assignment is due appears. **Note:** Click the column heading to sort in descending order. Click again to sort in ascending order. Click and hold on the column heading and drag to change the order in which the columns appear on the page.
Plus (+)	Click to create a new assignment. The New Assignment window appears. See *Assignment Details: Assignment Tab* and *Assignment Details: Publish Tab*.
Minus (-)	Select an assignment and click to delete. The Delete Assignment window appears. **Note:** If an assignment does not have scores, the Delete Assignment window states, "Are you sure you want to delete assignment [name]?" If an assignment has scores, the Delete Assignment window states, "This assignment has scores. Are you sure you want to delete assignment [name] and all associated scores?" Click **Yes**. The assignment no longer appears on the Assignment window.

Attendance Grid Report Detail Window

The following tables describe the fields that are visible on this window when performing certain functions.

Criteria

Field	Description
Name	The name of the report.
Description	A description of the report.
Sections	Select the option indicating the sections for which you want to run the report: • Select **Selected Class** to generate a report for a class. • Select **Active Classes** to generate a report for all classes. **Note:** If running this report for multiple sections, courses are

Field	Description
	identified by course name and section number, instead of course name and expression.
Students	Select the option indicating the students for which you want to run the report: • Select **Enrolled Students** to generate a report for all students who are enrolled. • Select **Selected Groups and/or Students** and then select a set, group, individual student, selection of students, or any combination from the Students Group pane. **Note:** To generate a report for a set, group, individual student, selection of students, or any combination, use **student groups**.
Student Field	Select the option indicating which student field you want to include in the report: • **Student Name** • **Student Number** If **Student Number** is selected, use the **Sort By** pop-up menu to indicate the students number order: • Select **Number** to sort student numbers sequentially. • Select **Random** to sort student numbers arbitrarily. **Note:** If **Student Name** is selected, the student's name may appear truncated if it exceeds the width of the report column.
No Dates	Select the checkbox to run the report based on number of days for which you want to take attendance rather than actual dates. **Note:** Column headings appear blank.
# Of Days	If the **No Dates** checkbox is selected, choose the number of days for which you want to take attendance from the pop-up menu. **Note:** The number of days indicates the numbers of columns that appear in the report.
Current Week	Select the checkbox to run the report for a five-day span starting with Monday of the current week. Note the **Start Date** and **End Date** fields become populated with this week's date range. Deselect the checkbox to run the report for a six-day span, such as Monday to Monday, starting with today skipping Saturday and Sunday. **Note:** If the **No Dates** checkbox is selected, this option is not available.

Field	Description
Start Date	To run the report for a date range other than this week, enter the start date for the date range using the format mm/dd/yyyy or click the **Calendar** icon to select a date. **Note:** If the **No Dates** checkbox is selected, this option is not available.
End Date	To run the report for a date range other than this week, enter the end date for the date range using the format mm/dd/yyyy or click the **Calendar** icon to select a date. **Note:** If the **No Dates** checkbox is selected, this option is not available.

Layout

Field	Description
Report Title	To change the report title, enter a different report title.
Page Breaks	Select the **On Sections** checkbox to insert a page break between each section within the report. This option is available when generating a report for all classes. Select the **On Students** checkbox to insert a page break between each student within the report. This option is available when generating a report where the report is able to report one page per student. Select the **On Reporting Terms** checkbox to insert a page break between each reporting term within the report. This option is available when generating a report where the report is able to display data separately for each reporting term. **Note:** Options vary from report to report and appear enabled/disabled based on the selected report criteria. To view a checkbox's report criteria, place your cursor on the checkbox.
Top Note	To add a header row to the report, select the **include** checkbox. When included, the header row appears at the top of each page of the report. Select the **bold** checkbox if you want the header row to appear in bold formatting. Enter up to five lines of header text in the text field. **Note:** If you enter header text and run the report, the text is available the next time you run the report.
Bottom Note	To add a footer row to the report, select the **include** checkbox. When included, the footer row appears at the bottom of each page of the report. Select the **bold** checkbox if you want the footer row to appear

Field	Description
	in bold formatting.
	Enter up to five lines of footer text in the text field.
	Note: If you enter footer text and run the report, the text is available the next time you run the report.
Signature Line	To add a signature line, select the **include** checkbox. When included, the parent signature line appears at the bottom of each page of the report.
	Note: If the report includes a bottom note, the signature line appears above it.
Run Report	Click to open the report or save the report. The **Report Complete** window appears.

Calculations Detail Window

The following tables describe the fields that are visible on this window when performing certain functions.

Note: Options appear enabled/disabled based on the selected reporting term and the method by which you calculate final grades.

Field	Description
Calculate Final Grade Using	Indicate the method by which you want to calculate final grades for the selected reporting term:
	• Select the **Total points** option to calculate final grades based on how many points a student has accumulated over the term divided by total points possible.
	• Select the **Term weights** option to calculate final grades based on the total points times the value (or weight) of each term.
	• Select the **Category weights** option to calculate final grades based on total points times the value (or weight) of each category or assignment.
Number of low scores to discard	If **Total points** is selected, enter the number of low scores you want to drop from the final grade calculation in the field.
	If **Term weights** is selected, this field appears shaded.
	If **Category weights** is selected, this field appears shaded.
Name	If **Total points** is selected, this field appears shaded.
	If **Term weights** is selected, the name of the reporting term appears.
	If **Category weights** is selected, the name of the category appears.
	Note: Click the column heading to sort in descending order.

Field	Description
	Click again to sort in ascending order.
Weight	If **Total points** is selected, this field appears shaded.
	If **Term weights** is selected, the weight of the reporting term appears.
	If **Category weights** is selected, the weight of the category appears.
	The system multiplies both the assignment's points possible and the students' scores by this weight when calculating final grades. By default, each of these values are set to zero. Double-click the weight you want to edit and enter the new value in the editable text field. Up to two decimals may be entered. The percent value is automatically calculated based on the ratio you enter in the Weight field.
	Note: Click the column heading to sort in descending order. Click again to sort in ascending order.
Percent	If **Total points** is selected, this field appears shaded.
	If **Term weights** or **Category weights** is selected, the percentage weight based for the final grade calculation appear.
	Note: Click the column heading to sort in descending order. Click again to sort in ascending order.
Drop Low	If **Total points** is selected, this field appears shaded.
	If **Term weights** is selected, this field appears as read-only.
	If **Category weights** is selected, the number of low scores to drop appears. By default, this value is set to zero. Double-click the drop low value you want to edit and enter a new value in the editable text field.
	Note: Click the column heading to sort in descending order. Click again to sort in ascending order.
Add Category	If **Total points** is selected, this button does not appear.
	If **Term weights** is selected, this button does not appear.
	If **Category weights** is selected, click the button to add a category. The Select Categories window appears. Select the checkbox to each category you want to add. Click **OK**.
Remove	If **Total points** is selected, this button does not appear.
	If **Term weights** is selected, this button does not appear.
	If **Category weights** is selected, select the category you want to delete and click the button to remove a category.
Revert	Click to discard any changes you made.
	Note: This button appears shaded until information is

Field	Description
	entered.
Save	Click to save your changes.
	Note: This button appears shaded until information is entered.

Categories Window

The following tables describe the fields that are visible on this window when performing certain functions.

Categories

Field	Description
[Categories]	A list of categories appears on the left side of the window. If necessary, use the scroll bar to view the entire list of categories.
Plus (+)	Click to create a new a new assignment category. The new category appears on the left side of the window. See *Category Details*.
Minus (-)	Select an assignment category and click to delete. The Categories window appears without the deleted category.
	Note: If category has assignments or is used in weighting, the Alert window appears, displaying the message, "Unable to delete category because it has associated assignments." Click **OK** to close the window.

Category Details

Field	Description
Name	Enter the category name.
	Note: Spell check enabled field.
Abbreviation	Enter the category abbreviation.
Color	Use the pop-up menu to choose the color used on the Scoresheet and Assignments windows to identify assignments within this category.
Points Possible	Enter the default number of points possible for each assignment in this category.
	You can modify this information for individual assignments as needed.
Score Type	Use the pop-up menu to choose the default method by which assignments in this category should be recorded: **Points**,

Field	Description
	Percentage, or **Letter Grade**.
	You can modify this information for individual assignments as needed.
Include in Final Grade	Select the checkbox to include assignments in this category when calculating final grades.
	You can modify this information for individual assignments as needed.
	The categories appear on the Scoresheet in **Final Grade mode**.
Description	Detailed information about the category. This information may be shared with administrators, parents, and students.
	Enter the description of the category using plain text, HTML, or a combination of both.
	Note: Spell check enabled field.
	For example: [Plain text] This category is worth 20% of the student's grade. Homework assignments are due every Monday and are worth 10 points each. Students are allowed to miss only one. Missing more than one assignment may significantly affect the student's over-all grade.
	Please refer to the following resources: [HTML describing the resources, showing pictures, and links to these sites.]
Cancel	Click to discard any changes you made and close the window.
Close	Click to save your changes.

Category Total Report Detail Window

The following tables describe the fields that are visible on this window when performing certain functions.

Criteria

Field	Description
Name	The name of the report
Description	A description of the report.
Report Layout	Select the option indicating how you want to group report output: • **Totals by Section** • **Totals by Student**
Output Type	Select the option indicating the format in which you want to

Field	Description
	receive the report: • **PDF** • **Export (CSV)**
Sections	Select the option indicating the sections for which you want to run the report: • Select **Selected Class** to generate a report for a class. • Select **Active Classes** to generate a report for all classes. **Note:** If running this report for multiple sections, courses are identified by course name and section number, instead of course name and expression.
Students	Select the option indicating the students for which you want to run the report: • Select **Enrolled Students** to generate a report for all students who are enrolled. • Select **Selected Groups and/or Students** and then select a set, group, individual student, selection of students, or any combination from the Students Group pane. **Note:** To generate a report for a set, group, individual student, selection of students, or any combination, use **student groups**.
Student Field	Select the option indicating which student field you want to include in the report: • **Student Name** • **Student Number** If **Student Number** is selected, use the **Sort By** pop-up menu to indicate the students number order: • Select **Number** to sort student numbers sequentially. • Select **Random** to sort student numbers arbitrarily. **Note:** If **Student Name** is selected, the student's name may appear truncated if it exceeds the width of the report column.
Reporting Term	Choose **ALL** or the specific term for which you want to run this report from the pop-up menu.

Layout

Field	Description
Report Title	To change the report title, enter a different report title.

Field	Description
Page Breaks	Select the **On Sections** checkbox to insert a page break between each section within the report. This option is available when generating a report for all classes.
	Select the **On Students** checkbox to insert a page break between each student within the report. This option is available when generating a report where the report is able to report one page per student.
	Select the **On Reporting Terms** checkbox to insert a page break between each reporting term within the report. This option is available when generating a report where the report is able to display data separately for each reporting term.
	Note: Options vary from report to report and appear enabled/disabled based on the selected report criteria. To view a checkbox's report criteria, place your cursor on the checkbox.
Top Note	To add a header row to the report, select the **include** checkbox. When included, the header row appears at the top of each page of the report.
	Select the **bold** checkbox if you want the header row to appear in bold formatting.
	Enter up to five lines of header text in the text field.
	Note: If you enter header text and run the report, the text is available the next time you run the report.
Bottom Note	To add a footer row to the report, select the **include** checkbox. When included, the footer row appears at the bottom of each page of the report.
	Select the **bold** checkbox if you want the footer row to appear in bold formatting.
	Enter up to five lines of footer text in the text field.
	Note: If you enter footer text and run the report, the text is available the next time you run the report.
Signature Line	To add a signature line, select the **include** checkbox. When included, the parent signature line appears at the bottom of each page of the report.
	Note: If the report includes a bottom note, the signature line appears above it.
Run Report	Click to open the report or save the report. The **Report Complete** window appears.

Check Spelling Window

The following tables describe the fields that are visible on this window when performing certain functions.

Field	Description
Not in Dictionary	The misspelled or questionable word appears. To manually enter the spelling correction, highlight the word, enter the correction, and then click **Change** or **Change All**.
Change To	The suggested spelling correction for the word appears.
Suggestions	A list of additional suggested spelling corrections for the word appears. To select one of the suggested spelling corrections, click the replacement word in the **Suggestions** list box, and then click **Change** or **Change All**.
Ignore	Click to skip the word. Note that the next time you launch PowerTeacher gradebook, the word will appear with a wavy red underline.
Ignore All	Click to skip all instances of the word. Note that the next time you launch PowerTeacher gradebook, the word will appear with a wavy red underline.
Change	Click to change a single instance of the word.
Change All	Click to change all instances of the word.
Suggest	Click to view additional suggested spelling corrections for the word.
Add	Click to add the word to the **spell check dictionary**, such as proper names, technical terms, acronyms, and so on. The next time you launch PowerTeacher gradebook, the word will not appear with a wavy red underline, as it is now included in your spell check dictionary.
Undo	Click to revert any changes you made.
Cancel	Click to discard any changes you made and close the window.

Class Content Window

View Content Groups

View Distributed Links

My Content Mode

Add Content Groups

Edit Content Groups

Delete Content Groups

Add Links

Edit Links

Delete Links

The following tables describe the fields that are visible on this window when performing certain functions.

Class Info Mode

Field	Description
Course Name	The name of the class appears.
Section Number	The section number of the class appears.
Periods/Days	The period/day combination for the class appears.
Room	The room number for the class appears.
Term	The term for the class appears.
Start	The first day of class appears.
End	The last day of class appears.
Grade Scale	The name of the grade scale associated with the class appears.
Custom Display Name	Enter the name of the section as you want it to appear in the class list. **Note:** The **Choose the Name used to distinguish sections in the class list** option on the **Preferences window** must be set to **Custom Display Name** in order for the custom name to appear in the class list.
Description	Detailed information about the class. This information may be shared with administrators, parents, and students. Enter the description of the class using plain text, HTML, or a combination of both. **Note:** Spell check enabled field. For example: [Plain text] This class focuses upon writing essays for a variety of purposes; addressing different audience types; experimenting with different forms of expression; practicing techniques for developing and arranging ideas; and building vocabulary, grammar, syntax, and related skills. Please refer to the following resources: [HTML describing the resources, showing pictures, and links to these sites.]
Add Web Link	Click to add a Web link to the class description. The **Add Web Link** dialog appears.
Revert	Click to discard any changes you made. **Note:** This button appears shaded until information is entered.
Save	Click to save your changes.

Field	Description
	Note: This button appears shaded until information is entered.

School Content Mode

Field	Description
Order	The order in which the links appear on the page.
	Note: Click the column heading to sort in descending order. Click again to sort in ascending order. Click and hold on the column heading and drag to change the order in which the columns appear on the page.
Name	The name for the link or content.
	Note: Click the column heading to sort in descending order. Click again to sort in ascending order. Click and hold on the column heading and drag to change the order in which the columns appear on the page.
Group	The group to which the link belongs.
	Note: Click the column heading to sort in descending order. Click again to sort in ascending order. Click and hold on the column heading and drag to change the order in which the columns appear on the page.
Type	The type of link created.
	The link types include:
	• Web Application
	• Web site
	• PDF
	• Word Document
	• Excel Document
	• PowerPoint Document
	• Video Link
	• Audio Link
	• Miscellaneous File
	Note: Click the column heading to sort in descending order. Click again to sort in ascending order. Click and hold on the column heading and drag to change the order in which the columns appear on the page.
Address	The URL or Web address for this link.
	Note: The link can also point to an application or content items (such as a document or presentation) on a district file server.

Field	Description
	Note: Click the column heading to sort in descending order. Click again to sort in ascending order. Click and hold on the column heading and drag to change the order in which the columns appear on the page.
Content Groups	Click to create a group to categorize the school content links. The **Content Groups dialog** appears.

My Content Mode

Field	Description
Order	The order in which the links appear on the page. **Note:** Click the column heading to sort in descending order. Click again to sort in ascending order. Click and hold on the column heading and drag to change the order in which the columns appear on the page.
Name	The name of the link or content. **Note:** Click the column heading to sort in descending order. Click again to sort in ascending order. Click and hold on the column heading and drag to change the order in which the columns appear on the page.
Group	The group to which the link belongs. **Note:** Click the column heading to sort in descending order. Click again to sort in ascending order. Click and hold on the column heading and drag to change the order in which the columns appear on the page.
Type	The type of link created. The link types include: • Web Application • Web site • PDF • Word Document • Excel Document • PowerPoint Document • Video Link • Audio Link • Miscellaneous File **Note:** Click the column heading to sort in descending order. Click again to sort in ascending order. Click and hold on the column heading and drag to change the order in which the columns appear on the page.

Field	Description
Address	The URL or Web address for this link. **Note**: The link can also point to an application or content items (such as a document or presentation) on a district file server. **Note:** Click the column heading to sort in descending order. Click again to sort in ascending order. Click and hold on the column heading and drag to change the order in which the columns appear on the page.
Plus (+)	Click to create a new link. The **Link Details window** appears.
Minus (-)	Click to delete a link. The link is removed from the Class Content window.
Content Groups	Click to create a group to categorize the school content links. The **Content Groups dialog** appears.

Classes Pane

The following tables describe the fields that are visible on this window when performing certain functions.

Field	Description
[Term Selector]	When you first launch PowerTeacher gradebook, the current full year term appears. The pop-up menu displays current, future, and past year terms, as well as any lower level terms within a term. Choose a term from the pop-up menu. Classes for the selected term appear. **Note:** The selected term becomes the new default setting.
[Classes]	When you first launch PowerTeacher gradebook, the Class List displays classes for the current term. The first class in your daily schedule appears highlighted. Information that appears in the class list is defined by your section preferences. Select a class. The window in which you were last working refreshes for the selected class. **Note:** Information that appears in the class list is defined by your section preferences. For more information, see *Set Section Preferences*.

Content Groups Dialog

The following tables describe the fields that are visible on this dialog when performing certain functions.

Field	Description
Name	The name of the content group.
Color	The color assigned to the content group.
Description	The description of the content group.
Plus (+)	Click to add a new a new content group. The new group appears on the left side of the dialog. **Note**: School Content Groups are read-only.
Minus (-)	Select an existing group and click to delete. The group is removed on the left side of the dialog. **Note**: School Content Groups are read-only.
Cancel	Click to cancel.
Close	Click to close the dialog.

Copy Assignment Window

The following tables describe the fields that are visible on this window when performing certain functions.

Field	Description
Copy Assignment	Source assignment and class.
[Term]	Choose a term from the pop-up menu. Classes for the selected term appear.
Classes	Select the checkbox to copy the assignment to all the classes within the selected term. Note checkmarks appear next to each class. Alternately, deselect the checkbox to clear checkmarks from each class.
[Classes]	Select individual checkboxes for only those classes you want to copy the assignment to. Select the same class checkbox to copy an assignment within a class.
Due Date	Choose the date the assignment is due from the pop-up menu: **Existing**, **Today**, or **Custom**. If you select **Custom**, enter a different date using the format mm/dd/yyyy or click the **Calendar** icon and select the date. **Note:** If the preferred due date does not fall within the term of the class that the assignment is being copied to, the due date of the new assignment will be calculated based on the due date of the source assignment.
Cancel	Click to discard any changes you made and close the window.
OK	Click to save your changes.

Delete Assignment Window

The following tables describe the fields that are visible on this window when performing certain functions.

Field	Description
No	Click if you do not want to delete assignment.
Yes	Click to delete assignment.

Final Grade Detail Window

The following tables describe the fields that are visible on this window when performing certain functions.

Final Grade Tab

Field	Description
Name	The assigned final grade name.
Grade Scale	The assigned grade scale.
Reporting Term	The assigned reporting term for this final grade.
Score Type	The assigned score type.
Description	A brief description of the final grade.

Related Grades Tab

Field	Description
Current Grade and Related Grades: ([Term])	Displays all of the hierarchical relationships between the final grade items.

Final Grade Score Inspector Window

The following tables describe the fields that are visible on this window when performing certain functions.

Score Tab

Field	Description
Student	Name of the selected student. Note the arrows next to the student name. Click the **Next** arrow to move to the next student (within the Scoresheet).

Field	Description
	Click the **Previous** arrow to move to the previous student (within the Scoresheet).
Reporting Term	Reporting term for the selected final grade.
Manual Override	Whether manual override of a final grade is enabled.
Percent	Percentage based on score entered.
Grade	Letter grade based on score entered.
Points	Points earned and points possible based on score entered.
Comment	Detailed information about the final grade. This information may be shared with administrators, parents, and students. **Note**: Depending on the SIS, this field may be read-only. Enter the final grade comment using plain text, HTML, and predefined comments. Click the Comment tab to select one or more predefined comments from the Comment Bank. **Note:** Spell check enabled field. Once a score comment has been entered, a blue circular "C" appears within the selected student final grade field on the Scoresheet window. To view the comment, simply hover the mouse over the comment icon.
Clear	Click to discard any changes you made.
Close	Click to save your changes and close the window. **Note:** If the selected student's final grade includes a comment, the Clear Score window appears, displaying the message, "This score has a comment. Do you want to clear the Score Information?" Either click **No** or **Yes**.

Comment Tab

Field	Description
Student	Name of the selected student. Note the arrows next to the student name. Click the **Next** arrow to move to the next student (within the Scoresheet). Click the **Previous** arrow to move to the previous student (within the Scoresheet).
Assignment	Name of the selected assignment. Note the arrows next to the assignment name. Click the **Next** arrow to move to the next assignment (within the Scoresheet). Click the **Previous** arrow to move to the previous assignment (within the Scoresheet).
Code	The numeric, alphabetical, or alphanumeric comment code.

Field	Description
	Click the column heading to sort in descending order. Click the column heading again to sort in ascending order.
Comment	The pre-defined comment text stored in the Comment Bank. Click the column heading to sort in ascending order. Click the column heading again to sort in descending order. Select one or more predefined comments. Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple comments.
Category	The category to which the comment is assigned. The Comment Bank groups the comments by category. Click the column heading to sort in ascending order. Click the column heading again to sort in descending order.
Separate Using	Use the pop-up menu to indicate the method by which you want to separate comments: • Choose **Spaces** to separate comments using double spaces. • Choose **Line Breaks** to separate comments using a new line. This is the initial default setting. **Note:** After you indicate a preference, it becomes the default setting.
Insert Selected	Click to insert the selected predefined comments into the **Comments** field.
Resize Bar	Click to resize the Comment Bank. Drag the bar up or down to show or hide comments.
Comment	The selected predefined comments appear. Note: Depending on the SIS, you can combine manually enter comments with those selected from the Comment Bank. **Note:** Spell check enabled field.
Clear	Click to discard any changes you made.
Close	Click to save your changes.
Resize Control	Click the bottom right corner of the window to resize the Score Inspector window.

Final Grade and Comment Verification Report Detail Window

The following tables describe the fields that are visible on this window when performing certain functions.

Criteria

Field	Description
Name	The name of the report
Description	A description of the report.
Output Type	Select the option indicating the format in which you want to receive the report: • **PDF** • **HTML** • **Export (CSV)**
Sections	Select the option indicating the sections for which you want to run the report: • Select **Selected Class** to generate a report for a class. • Select **Active Classes** to generate a report for all classes. **Note:** If running this report for multiple sections, courses are identified by course name and section number, instead of course name and expression.
Students	Select the option indicating the students for which you want to run the report: • Select **Enrolled Students** to generate a report for all students who are enrolled. • Select **Selected Groups and/or Students** and then select a set, group, individual student, selection of students, or any combination from the Students Group pane. **Note:** To generate a report for a set, group, individual student, selection of students, or any combination, use **student groups**.
Student Fields	Select the option indicating which student field you want to include in the report: • **Student Name** • **Student Number** If **Student Number** is selected, use the **Sort By** pop-up menu to indicate the students number order: • Select **Number** to sort student numbers sequentially. • Select **Random** to sort student numbers arbitrarily. **Note:** If **Student Name** is selected, the student's name may appear truncated if it exceeds the width of the report column.
Include	Select the checkboxes indicating which final grades you want to include in the report, as well as if you want to include

Field	Description
	comments: • **Points** • **Grades** • **Percent** • **Comment**
Reporting Term	Choose **ALL** or the specific term for which you want to run this report from the pop-up menu.

Layout

Field	Description
Report Title	To change the report title, enter a different report title.
Page Breaks	Select the **On Sections** checkbox to insert a page break between each section within the report. This option is available when generating a report for all classes. Select the **On Students** checkbox to insert a page break between each student within the report. This option is available when generating a report where the report is able to report one page per student. Select the **On Reporting Terms** checkbox to insert a page break between each reporting term within the report. This option is available when generating a report where the report is able to display data separately for each reporting term. **Note:** Options vary from report to report and appear enabled/disabled based on the selected report criteria. To view a checkbox's report criteria, place your cursor on the checkbox.
Top Note	To add a header row to the report, select the **include** checkbox. When included, the header row appears at the top of each page of the report. Select the **bold** checkbox if you want the header row to appear in bold formatting. Enter up to five lines of header text in the text field. **Note:** If you enter header text and run the report, the text is available the next time you run the report.
Bottom Note	To add a footer row to the report, select the **include** checkbox. When included, the footer row appears at the bottom of each page of the report. Select the **bold** checkbox if you want the footer row to appear in bold formatting. Enter up to five lines of footer text in the text field.

Field	Description
	Note: If you enter footer text and run the report, the text is available the next time you run the report.
Signature Line	To add a signature line, select the **include** checkbox. When included, the parent signature line appears at the bottom of each page of the report. **Note:** If the report includes a bottom note, the signature line appears above it.
Run Report	Click to open the report or save the report. The **Report Complete** window appears.

Grade Scale Detail Window

The following tables describe the fields that are visible on this window when performing certain functions.

Grade Scale Tab

Field	Description
Name	The name of the selected grade scale appears. If an editable grade scale, enter the new name of the grade scale.
Grade	The letter grade appears. If an editable grade scale, enter the letter grade.
Cutoff	The percentage cutoff for the grade appears. If an editable grade scale, click the field of the grade scale you want to edit and enter the new cuttoff in the editable text field.
Percent	The percent value assigned to the grade appears. If an editable grade scale, click the field of the grade scale you want to edit and enter the new percent in the editable text field. The value entered must be between the cutoff values of this and the next higher grade scale.
Description	The description for the grade appears. If an editable grade scale, click the field of the grade scale you want to edit and enter the new description in the editable text field.
Ignore	A green checkmark appears if the grade scale is not used to calculate assignment or final scores. If an editable grade scale, click the field of the grade scale you want to edit and choose from the pop-up menu whether or not the grade scale is to be used to calculate assignment or final

Field	Description
	scores.
Revert	Click to save your changes. **Note:** This button appears shaded until information is entered.
Save	Click to discard any changes you made. **Note:** This button appears shaded until information is entered.

Section Tab

Field	Description
Section Number	The section number for each class that uses the selected grade scale appears. Click the arrow to view students within the section. Alternately, click the arrow again to hide the students.
Course Name	The name of each class that uses the selected grade scale appears. **Note:** If a custom name display was entered on the **Preferences window**, that name appears instead of the course name.
Students	The students within each section that uses the selected grade scale.

Grade Setup Window

The following tables describe the fields that are visible on this window when performing certain functions.

Field	Description
Reporting Term	Name of the reporting term.
Start	First day of the selected reporting term.
End	Last day of the selected reporting term.

Import Scores Window

The following tables describe the fields that are visible on this window when performing certain functions.

Basic Tab

Field	Description
File	The name of the import file appears.
Format	Select the option indicating the file format of your import file: • **PowerTeacher Score Template** • **CSV (comma separated values)** • **Text (tab delimited)** • **Other** If **Other** is selected, enter the **Field Separator** and **Line Separator**. **Note:** When **CSV**, **Text**, or **Other** is selected, the subsequent settings you select to import the file become the new default settings.
Include in First Row	By default the checkbox is not selected. If a **Format** other than **PowerTeacher Score Template** is selected, do one of the following: • Select the checkbox to include the first row of the import file. For example, if there are no headers and all rows contain data to be imported, then select the checkbox. • Deselect the checkbox to exclude the first row of the import file. For example, if the first row in the import file is column headers, then deselect the checkbox.
Validate Student Names	By default the checkbox is selected. If the import file contains student names, do one of the following: • Select the checkbox to validate each student name in the import file is the same as the student name in the section enrollment. • Deselect the checkbox if you do not want to validate student names.
File Score Type	By default, the pop-up menu displays the type of the score based on the score-value column in the import file. If the file score type does not match the method by which the assignment is recorded in the import file, use the pop-up menu to choose the correct score type: **Points**, **Percentage**, or **Letter Grade**. **Note:** The score type in the import file must match the **File Score Type**. However, the **File Score Type** does not necessarily have to match the method by which the assignment is recorded in PowerTeacher gradebook. PowerTeacher gradebook will automatically translate the score-value appropriately.

Field	Description
Summary	Once the import file is chosen, one of the following messages appear:
	• For PowerTeacher Score Template file format, the message "[0] of [0] scores will be imported." appears indicating the number of scores that will be imported compared to the number of rows of data in the import file.
	• For all other import file formats, the message "[0] of [0] rows will be imported." appears indicating the number of data rows that will be imported as scores compared to the number of rows of data in the import file.
	In addition, one or more of the following messages may appear:
	• The message "Assignment Name in File Does Not Match Gradebook" appears if the assignment name contained within the import file is not the same as the assignment for which you are importing scores. If so, correct the import file and then re-import or do not correct the import file and select the **Continue to Import?** checkbox to continue.
	• The message "Scores Already Exist in Gradebook" appears if scores already exist for the assignment for which you are importing scores. If so, select the **Keep Existing Scores** option to retain the scores or the **Overwrite Existing Scores** option to replace the scores.
	• The message "Could not validate Student Names, unable to identify column" appears if the **Validate Student Name** checkbox is selected and the student name column is either not present or could not be identified by matching student names in the import file to student names in the section enrollment. If so, verify that the import file contains a student name column and the correct student names for the section enrollment.
	• The message "Invalid file" appears if the import file is not recognized by the import. If so, correct the import file and then re-import.
	• The message "Please choose a score column by clicking on one of the score column headers" appears if the score column is not automatically identified in the import file. If so, manually select a score column.
Back	Click to return to the previous page.
Cancel	Click to discard changes and close window.

Field	Description
Next	Click to advance to the next window.

Advanced Tab

Field	Description
File	The name of the import file appears.
Format	Select the option indicating the file format of your import file: • **PowerTeacher Score Template** • **CSV (comma separated values)** • **Text (tab delimited)** • **Other** If **Other** is selected, enter the **Field Separator** and **Line Separator**. **Note:** When **CSV**, **Text**, or **Other** is selected, the subsequent settings you select to import the file become the new default settings.
Include in First Row	By default this checkbox is not selected. If a **Format** other than **PowerTeacher Score Template** is selected, do one of the following: • Select the checkbox to include the first row of the import file. For example, if there are no headers and all rows contain data to be imported, then select the checkbox. • Deselect the checkbox to exclude the first row of the import file. For example, if the first row in the import file is column headers, then deselect the checkbox.
Validate Student Names	By default this checkbox is selected. If the import file contains student names, do one of the following: • Select the checkbox to validate student names by matching student names in the import file to student names in the section enrollment. • Deselect the checkbox if you do not want to validate student names.
File Score Type	By default, the pop-up menu displays the type of the score based on the score-value column in the import file. If the file score type does not match the method by which the assignment is recorded in the import file, use the pop-up menu to choose the correct score type: **Points**, **Percentage**, or **Letter Grade**. **Note:** The score type in the import file must match the **File Score Type**. However, the **File Score Type** does not

Field	Description
	necessarily have to match the method by which the assignment is recorded in PowerTeacher gradebook. PowerTeacher gradebook will automatically translate the score-value appropriately.
Imported Data	Once the import file is chosen, the imported data appears. **Note:** Errors appear highlighted in red. To view a description of the error, hover the mouse over the error.
Preview	Once the import file is chosen, the score values to be imported appear.
Summary	Once the import file is chosen, one of the following messages appear: • For PowerTeacher Score Template file format, the message "[0] of [0] scores will be imported." appears indicating the number of scores that will be imported compared to the number of rows of data in the import file. • For all other import file formats, the message "[0] of [0] rows will be imported." appears indicating the number of data rows that will be imported as scores compared to the number of rows of data in the import file. In addition, one or more of the following messages may appear: • The message "Assignment Name in File Does Not Match Gradebook" appears if the assignment name contained within the import file is not the same as the assignment for which you are importing scores. If so, correct the import file and then re-import or do not correct the import file and select the **Continue to Import?** checkbox to continue. • The message "Scores Already Exist in Gradebook" appears if scores already exist for the assignment for which you are importing scores. If so, select the **Keep Existing Scores** option to retain the scores or the **Overwrite Existing Scores** option to replace the scores. • The message "Could not validate Student Names, unable to identify column" appears if the **Validate Student Name** checkbox is selected and the student name column is either not present or could not be identified by matching student names in the import file to student names in the section enrollment. If so, verify that the import file contains a student name column and the correct student names for the section enrollment. • The message "Invalid file" appears if the import file is

Field	Description
	not recognized by the import. If so, correct the import file and then re-import.
	• The message "Please choose a score column by clicking on one of the score column headers" appears if the score column is not automatically identified in the import file. If so, manually select a score column.
Cancel	Click to discard changes and close window.
Import	Click to import the file.

Individual Student Report Detail Window

The following tables describe the fields that are visible on this window when performing certain functions.

Criteria

Field	Description
Name	The name of the report
Description	A description of the report.
Output Type	Select the option indicating the format in which you want to receive the report: • **PDF** • **HTML** • **Export (CSV)**
Sections	Select the option indicating the sections for which you want to run the report: • Select **Selected Class** to generate a report for a class. • Select **Active Classes** to generate a report for all classes. If **Active Classes** is selected, use the **Order By** pop-up menu to indicate the report sort order: • Select **Student Name** to sort alphabetically by students' name (last, first) across all sections. • Select **Section, Student** to sort by section and then alphabetically by students' name (last, first) for each section. **Note:** If running this report for multiple sections, courses are identified by course name and section number, instead of course name and expression.

Field	Description
Students	Select the option indicating the students for which you want to run the report: • Select **Enrolled Students** to generate a report for all students who are enrolled. • Select **Selected Groups and/or Students** and then select a set, group, individual student, selection of students, or any combination from the Students Group pane. **Note:** To generate a report for a set, group, individual student, selection of students, or any combination, use **student groups**.
Student Field	Select the option indicating which student field you want to include in the report: • **Student Name** • **Student Number** If **Student Number** is selected, use the **Sort By** pop-up menu to indicate the students number order: • Select **Number** to sort student numbers sequentially. • Select **Random** to sort student numbers arbitrarily. **Note:** If **Student Name** is selected, the student's name may appear truncated if it exceeds the width of the report column.
Abbreviate	Select the **Assignment** checkbox to include assignment abbreviations instead of assignment names. Select the **Categories** checkbox to include category abbreviations instead of category names.
Include	Select the **Final Grades** checkbox to include all final grades for a student in the report. Select the **Assignment Scores** checkbox to include all assignment scores for a student in the report. If **Assignment Scores** is selected, select the **Score Comments** checkbox to include all assignment score comments for a student in the report. Select the **Category Summary** checkbox to include a summary of assignment categories in the report.
Date Range	Choose the date range for which you want to run this report from the pop-up menu: • **Manual** • **ALL** • **[Reporting Term]** • **This Week**

Field	Description
	• **This Month**
	• **Last Week**
	• **Last Month**
	If you chose a specific reporting term, use the second pop-up menu to indicate if you want to run the report for **This term only** or for **This term and lower terms**.
Start Date	If you chose **Manual** for **Date Range**, enter the start date for the date range using the format mm/dd/yyyy or click the **Calendar** icon to select a date.
End Date	If you chose **Manual** for **Date Range**, enter the end date for the date range using the format mm/dd/yyyy or click the **Calendar** icon to select a date.

Layout

Field	Description
Report Title	To change the report title, enter a different report title.
Page Breaks	Select the **On Sections** checkbox to insert a page break between each section within the report. This option is available when generating a report for all classes.
	Select the **On Students** checkbox to insert a page break between each student within the report. This option is available when generating a report where the report is able to report one page per student.
	Select the **On Reporting Terms** checkbox to insert a page break between each reporting term within the report. This option is available when generating a report where the report is able to display data separately for each reporting term.
	Note: Options vary from report to report and appear enabled/disabled based on the selected report criteria. To view a checkbox's report criteria, place your cursor on the checkbox.
Top Note	To add a header row to the report, select the **include** checkbox. When included, the header row appears at the top of each page of the report.
	Select the **bold** checkbox if you want the header row to appear in bold formatting.
	Enter up to five lines of header text in the text field.
	Note: If you enter header text and run the report, the text is available the next time you run the report.
Bottom Note	To add a footer row to the report, select the **include** checkbox. When included, the footer row appears at the

Field	Description
	bottom of each page of the report.
	Select the **bold** checkbox if you want the footer row to appear in bold formatting.
	Enter up to five lines of footer text in the text field.
	Note: If you enter footer text and run the report, the text is available the next time you run the report.
Signature Line	To add a signature line, select the **include** checkbox. When included, the parent signature line appears at the bottom of each page of the report.
	Note: If the report includes a bottom note, the signature line appears above it.
Run Report	Click to open the report or save the report. The **Report Complete** window appears.

Link Details Window

The following tables describe the fields that are visible on this window when performing certain functions.

Field	Description
Name	Enter the name of this link.
Address	Enter the URL or Web address of this link.
	Note: The link can also point to an application or content items (such as a document or presentation) on a district file server.
Type	Select the link type from the pop-up menu.
	The link types include:
	• Web Application
	• Web site
	• PDF
	• Word Document
	• Excel Document
	• PowerPoint Document
	• Video Link
	• Audio Link
	• Miscellaneous File
Group	Select the group to which this link belongs from the pop-up menu. For more information, see **Content Groups dialog**.

Field	Description
Description	Enter a brief description of the link.
Recipients	Displays the recipients of this distributed link. **Note**: This field is visible in School Content mode only.
Revert	Click to discard any changes you made. **Note:** This button appears shaded until information is entered.
Save	Click to save any changes you made. **Note:** This button appears shaded until information is entered.

Missing Assignment Report Detail Window

The following tables describe the fields that are visible on this window when performing certain functions.

Criteria

Field	Description
Name	The name of the report
Description	A description of the report.
Output Type	Select the option indicating the format in which you want to receive the report: • **PDF** • **HTML** • **Export (CSV)**
Report Layout	Select the option indicating how you want to group report output: • **By Student** • **By Assignment**
Marked Missing	Select the option indicating the assignments for which you want to run the report: • Select **Unrecorded Scores** to generate a report for unscored assignments. • Select **Missing Indicator** to generate a report for assignments marked as missing.
Sections	Select the option indicating the sections for which you want to run the report: • Select **Selected Class** to generate a report for a class.

Field	Description
	• Select **Active Classes** to generate a report for all classes.
	If **Active Classes** is selected, use the **Order By** pop-up menu to indicate the report sort order:
	• Select **Student Name** to sort alphabetically by students' name (last, first) across all sections.
	• Select **Section, Student** to sort by section and then alphabetically by students' name (last, first) for each section.
	Note: If running this report for multiple sections, courses are identified by course name and section number, instead of course name and expression.
Students	Select the option indicating the students for which you want to run the report:
	• Select **Enrolled Students** to generate a report for all students who are enrolled.
	• Select **Selected Groups and/or Students** and then select a set, group, individual student, selection of students, or any combination from the Students Group pane.
	Note: To generate a report for a set, group, individual student, selection of students, or any combination, use **student groups**.
Student Field	Select the option indicating which student field you want to include in the report:
	• **Student Name**
	• **Student Number**
	If **Student Number** is selected, use the **Sort By** pop-up menu to indicate the students number order:
	• Select **Number** to sort student numbers sequentially.
	• Select **Random** to sort student numbers arbitrarily.
	Note: If **Student Name** is selected, the student's name may appear truncated if it exceeds the width of the report column.
Start Date	Enter the start date for the date range using the format mm/dd/yyyy or click the **Calendar** icon to select a date.
End Date	Enter the end date for the date range using the format mm/dd/yyyy or click the **Calendar** icon to select a date.

Layout

Field	Description
Report Title	To change the report title, enter a different report title.
Page Breaks	Select the **On Sections** checkbox to insert a page break between each section within the report. This option is available when generating a report for all classes.
	Select the **On Students** checkbox to insert a page break between each student within the report. This option is available when generating a report where the report is able to report one page per student.
	Select the **On Reporting Terms** checkbox to insert a page break between each reporting term within the report. This option is available when generating a report where the report is able to display data separately for each reporting term.
	Note: Options vary from report to report and appear enabled/disabled based on the selected report criteria. To view a checkbox's report criteria, place your cursor on the checkbox.
Top Note	To add a header row to the report, select the **include** checkbox. When included, the header row appears at the top of each page of the report.
	Select the **bold** checkbox if you want the header row to appear in bold formatting.
	Enter up to five lines of header text in the text field.
	Note: If you enter header text and run the report, the text is available the next time you run the report.
Bottom Note	To add a footer row to the report, select the **include** checkbox. When included, the footer row appears at the bottom of each page of the report.
	Select the **bold** checkbox if you want the footer row to appear in bold formatting.
	Enter up to five lines of footer text in the text field.
	Note: If you enter footer text and run the report, the text is available the next time you run the report.
Signature Line	To add a signature line, select the **include** checkbox. When included, the parent signature line appears at the bottom of each page of the report.
	Note: If the report includes a bottom note, the signature line appears above it.
Run Report	Click to open the report or save the report. The **Report Complete** window appears.

Points Possible Has Changed Window

The following tables describe the fields that are visible on this window when performing certain functions.

Field	Description
Cancel	Click to discard any changes you made and close the window.
Adjust Scores	Click to adjust them based on the new points possible.
Keep Scores	Click to keep the scores as-is.

Preferences Window

The following tables describe the fields that are visible on this window when performing certain functions.

Grading Tab

Field	Description
When calculating a grade the value should be	Indicate how you want final grades to be calculated by selecting one of the following options: • Select **Rounded** to round the number up or down to the nearest decimal point specified. • Select **Truncated** to cut off the number at the specified number of places after the decimal.
Store calculated grades with up to [ ] decimal places	Choose the number of digits to appear after the decimal point from the pop-up menu.
Final Grade Display	Indicate how you want final grades to display on the Scoresheet by selecting none, one, or more of the following: • **Letter Grade** • **Percent** • **Points Earned** Final grades appear on the Scoresheet based on your selection.
Cancel	Click to discard any changes you made and close the window.
OK	Click to save you changes.

Section Tab

Field	Description
Choose the	Indicate how you want sections within the class list to appear

Field	Description
Identifier used to distinguish sections in the class list	by selecting one of the following options: • **Section Period Day** • **Section Number**
Choose the Name used to distinguish sections in the class list	Indicate how you want section names within the class list to appear by selecting one of the following options: • **Course Name** • **Custom Display Name** If **Custom Display Name** is selected, the text you enter in the **Custom Display Name** field on the Class Information window appears in the class list.
Sort By	Choose the order by which you want to sort the class list from the pop-up menu: • **Period/Day** • **Section Number** • **Course Name**
Cancel	Click to discard any changes you made and close the window.
OK	Click to save your changes.

Spell Check Tab

Field	Description
Enabled background checking	Do one of the following: • Select the checkbox to turn automatic spell check on. • Deselect the checkbox to turn automatic spell check off.
New Word	Enter the word you want to add to the spell check dictionary.
Dictionary	Words that have been added to the spell check dictionary appear.
Add Word	Once you have entered the word in the **New Word** field, click to add the word to the spell check dictionary.
Remove Word(s)	Once you have select the word you want to remove from the **Dictionary** list, click to remove from the spell check dictionary. **Note:** To select multiple words, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each of the words you want to remove.
Clear Word List	Click to remove all words from spell check dictionary.

Field	Description
Reset Word List	Click to discard any changes you made to the spell check dictionary.
Cancel	Click to discard any changes you made and close the window.
OK	Click to save your changes.

Report Complete Window

The following tables describe the fields that are visible on this window when performing certain functions.

Field	Description
Report: [Name of report] has been generated. Would you like to open the report or save it to a file?	Do one of the following: • Select the **Open report** option to open the report. • Select the **Save Report** option to save the report to a file.
Cancel	Click to discard any changes you made and close the window.
OK	Click to save your changes.

Reports Window

The following tables describe the fields that are visible on this window when performing certain functions.

Layout

Field	Description
Name	The name of the report appears. Click the report you want to run.
Description	A brief description of the report summarizing its purpose.

Scoresheet Report Detail Window

The following tables describe the fields that are visible on this window when performing certain functions.

Criteria

Field	Description
Name	The name of the report
Description	A description of the report.
Output Type	Select the option indicating the format in which you want to receive the report: • **PDF** • **Export (CSV)**
Sections	Select the option indicating the sections for which you want to run the report: • Select **Selected Class** to generate a report for a class. • Select **Active Classes** to generate a report for all classes. **Note:** If running this report for multiple sections, courses are identified by course name and section number, instead of course name and expression.
Students	Select the option indicating the students for which you want to run the report: • Select **Enrolled Students** to generate a report for all students who are enrolled. • Select **Selected Groups and/or Students** and then select a set, group, individual student, selection of students, or any combination from the Students Group pane. **Note:** To generate a report for a set, group, individual student, selection of students, or any combination, use **student groups**.
Student Field	Select the option indicating which student field you want to include in the report: • **Student Name** • **Student Number** If **Student Number** is selected, use the **Sort By** pop-up menu to indicate the students number order: • Select **Number** to sort student numbers sequentially. • Select **Random** to sort student numbers arbitrarily. **Note:** If **Student Name** is selected, the student's name may appear truncated if it exceeds the width of the report column.
Category	Choose **ALL** or a specific category for which you want to run this report from the pop-up menu.
Assignment	Select the option indicating how you want assignments to

Field	Description
Display	appear in the report: • **Assignment Name** • **Assignment Abbreviation**
Items To Include	Select the checkboxes indicating which scores you want included in the report: • **Final Grades** • **Assignments** If the **Final Grade** checkbox is selected, choose a final grade term from the pop-up menu. Only final grades for that selected term and any lower level terms within that term appear on the report. For example, if you choose S1, Q1 and Q2 will also be included in the report.
Date Range	Choose the date range for which you want to run this report from the pop-up menu: • **Manual** • **[Reporting term]** • **This Week** • **This Month** • **Last Week** • **Last Month**
Start Date	If you chose **Manual** for **Date Range**, enter the start date for the date range using the format mm/dd/yyyy.
End Date	If you chose **Manual** for **Date Range**, enter the end date for the date range using the format mm/dd/yyyy.

Layout

Field	Description
Report Title	To change the report title, enter a different report title.
Page Breaks	Select the **On Sections** checkbox to insert a page break between each section within the report. This option is available when generating a report for all classes. Select the **On Students** checkbox to insert a page break between each student within the report. This option is available when generating a report where the report is able to report one page per student. Select the **On Reporting Terms** checkbox to insert a page break between each reporting term within the report. This option is available when generating a report where the report is able to display data separately for each reporting term.

Field	Description
	Note: Options vary from report to report and appear enabled/disabled based on the selected report criteria. To view a checkbox's report criteria, place your cursor on the checkbox.
Top Note	To add a header row to the report, select the **include** checkbox. When included, the header row appears at the top of each page of the report. Select the **bold** checkbox if you want the header row to appear in bold formatting. Enter up to five lines of header text in the text field. **Note:** If you enter header text and run the report, the text is available the next time you run the report.
Bottom Note	To add a footer row to the report, select the **include** checkbox. When included, the footer row appears at the bottom of each page of the report. Select the **bold** checkbox if you want the footer row to appear in bold formatting. Enter up to five lines of footer text in the text field. **Note:** If you enter footer text and run the report, the text is available the next time you run the report.
Signature Line	To add a signature line, select the **include** checkbox. When included, the parent signature line appears at the bottom of each page of the report. **Note:** If the report includes a bottom note, the signature line appears above it.
Run Report	Click to open the report or save the report. The **Report Complete** window appears.

Scoresheet Window

The following tables describe the fields that are visible on this window when performing certain functions.

Assignments Mode

Field	Description
Filter By Reporting Term	To view assignments and scores with a due date that falls within a specific reporting term, week, or month, choose a reporting term, week, or month from the pop-up menu. The Scoresheet window refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term, week, or month.

Field	Description
	Note: The selected reporting term becomes the new default setting.
[Section Readiness Summary]	Displays the selected reporting term and the status for that reporting period. • Future terms display as [Term] Not Started. • Current terms display as [Term] in Progress. • Terms for which final grades have been completed display as [Term] Grades Complete. See ***Final Grade Completion***. **Note**: A yellow bar appears at the top of the page if the reporting term has ended.
Plus (+)	Click to create a new assignment. The New Assignment window appears. See ***Assignment Details: Assignment Tab*** and ***Assignment Details: Publish Tab***.
Minus (-)	Select an assignment and click to delete. The Delete Assignment window appears. **Note:** If an assignment does not have scores, the Delete Assignment window states, "Are you sure you want to delete assignment [name]?" If an assignment has scores, the Delete Assignment window states, "This assignment has scores. Are you sure you want to delete assignment [name] and all associated scores?" Click **Yes**. The assignment no longer appears on the Assignment window.
Students ([number of students in filter])	Student's name, including last name and first name. Click the arrow next to the student's name to view **student details**. **Grade Scale** If a custom grade scale has been assigned to the student, a blue circular "G" appears. To view the grade scale name, hover the mouse over the grade scale icon. Click the icon to open the Student Detail window (in the lower portion of the Scoresheet window). For more information, see ***Students Window***.
([Reporting Term]) Final Grade	Student's final grade, including letter grade and percentage. If there are no scores, the final grade percentage appears as a double hyphen (--). **Final Grade Comment** If a final grade comment has been entered, a blue circular "C" appears. For more information, see ***Final Score Inspector Window***.

Field	Description
[Assignments]	Assignments for this class.
	Assignment Column Heading
	Assignment column heading includes the assignment name, due date, and points possible. If you roll your mouse pointer over an assignment column heading, a pop-up window displays the assignment name, category, due date, points possible, and weight.
	Click the arrow next to the assignment to view **assignment details**.
	Right-click on the assignment to view the **Assignments Shortcut Menu**.
	Publish/Hide Assignment
	One of the following icons may appear in the assignment column heading based on the **Publish Assignment** pop-up menu and **Publish Scores** checkbox settings:
	• If **Immediately** is selected, no icon appears, indicating the assignment and scores are published.
	• If **On Specific Date**, **Days Before Due**, and **On Due Date** are selected, a blue hourglass appears, indicating the assignment is waiting to be published.
	• If **Never** is selected, a blue circle with a slash through it appears, indicating the assignment and scores are not to be published.
	• If the **Publish Scores** checkbox is not selected, a red circle with an exclamation point appears, indicating scores are not to be published.
	For more information, see *Publish Assignments*.
	Assignment Field
	Assignment field can include the grade the student received for the assignment, as well as assignment status and comment.
	Assignment Status
	One of the following assignment statuses may appear in the assignment field based on how the assignment was marked:
	• If the assignment was marked as **Collected** and no score is entered, a green checkmark appears.
	• If the assignment was marked as **Late**, a red circular "L" appears.
	• If the assignment is marked as **Exempt** and no score is entered, an italicized "Ex" appears.
	• If the assignment is marked as **Exempt** and a score is entered, the score appears italicized and shaded.

Field	Description
	• If the assignment is marked as **Missing** and no score is entered, an orange circular "M" appears.
	Assignment Score Comment
	If a score comment has been entered, a blue circular "C" appears. To view the comment, hover the mouse over the comment icon. For more information, see *Assignment Score Inspector Window*.
Summary	The mean, median, and mode appears for each assignment. Click the down arrow to view summary information. Alternately, click the up arrow to hide the summary information.
	The mean is the mathematical average of the scores you entered. The median represents the middle of all values: one-half of the scores will be above this number and one-half will be below it. The mode indicates the most common value.
	All of these values are indicators of how well students do on assignments. If any one of them is unexpectedly low, it may be that students need additional practice on the skills and concepts being assessed, or the assessment needs to be revised.
Revert	Click to discard any changes you made.
	Note: This button appears shaded until information is entered.
Save	Click to save your changes.
	Note: This button appears shaded until information is entered.

Assignments Shortcut Menu

Field	Description
Show Details	Select the option to view to view **assignment details**.
Copy Assignment	Select the option to **copy the assignment**.
Delete Assignment	Select the option to **delete the assignment**.
Fill Scores	Select the option to open the **Fill Scores dialog**.
Import Scores	Select the option to import scores form a separate file.
Clear Scores	Select the option to clear all scores.
Export Scores Template	Select the option to save the assignment data in a comma delimited file.

Score Field Shortcut Menu

Field	Description
Collected	Select the option to indicate whether an assignment for a student was collected.
Late	Select the option to indicate whether an assignment for a student was turned in late.
Exempt	Select the option to indicate whether an assignment for a student is exempt.
Missing	Select the option to indicate whether an assignment for a student is missing.
Clear Scores	Select the option to clear a score for the student.
Fill Scores	Select the option to invoke the Fill Scores utility.
Show Score Inspector	Select the option to invoke the Score Inspector.

Final Grades Mode

Field	Description
[Section Readiness Summary]	Displays the selected reporting term and the status for that reporting period. • Future terms display as [Term] Not Started. • Current terms display as [Term] in Progress. • Terms for which final grades have been completed display as [Term] Grades Complete. See **Final Grade Completion**. **Note**: A yellow bar appears at the top of the page if the reporting term has ended.
Students ([number of students in filter])	Student's name, including last name and first name. Click the arrow next to the student's name to view **student details**. **Grade Scale** If a custom grade scale has been assigned to the student, a blue circular "G" appears. To view the grade scale name, hover the mouse over the grade scale icon. Click the icon to open the Student Detail window (in the lower portion of the Scoresheet window). For more information, see **Students Window**.
([Reporting Term]) Final Grade	Student's calculated final grade, including letter grade and percentage. If there are no scores, the final grade percentage appears as a double hyphen (--). **Final Grade Comment**

Field	Description
	If a final grade comment has been entered, a blue circular "C" appears. For more information, see **Final Score Inspector Window**.
[Categories and Additional Final Grades]	Categories and additional final grade columns for this class. **Additional Final Grades Columns** Columns include additional final grade items that will appear on the report card that are distributed to teachers through the Student Information System (SIS). For more information, see **Final Grades Detail Window**. Right-click on the column to view the **Additional File Grades Shortcut Menu**. **Categories Total Column Heading** Categories column heading includes the category name, number of assignments in the category for the selected reporting period, and weighting (if applicable). Category totals are calculated fields from the assignments in that category. The categories that display are those that have been marked for including in final grades. Categories columns are separated from additional final grade columns by a divider and appear slightly shaded. Right-click on the category to view the **Categories Shortcut Menu**.
Summary	The mean, median, and mode appears for each final grade. Click the down arrow to view summary information. Alternately, click the up arrow to hide the summary information. The mean is the mathematical average of the scores you entered. The median represents the middle of all values: one-half of the scores will be above this number and one-half will be below it. The mode indicates the most common value. All of these values are indicators of how well students do on assignments. If any one of them is unexpectedly low, it may be that students need additional practice on the skills and concepts being assessed, or the assessment needs to be revised.
Revert	Click to discard any changes you made. **Note:** This button appears shaded until information is entered.
Save	Click to save your changes. **Note:** This button appears shaded until information is entered.

Additional Final Grades Shortcut Menu

Field	Description
Show Details	Select the option to display category points.
Percentage	Select the option to display category percentage.
Letter Grade	Select the option to display category grade.
Category Definitions	Select the option to open the **Categories Window**.

Categories Shortcut Menu

Field	Description
Points	Select the option to display category points.
Percentage	Select the option to display category percentage.
Letter Grade	Select the option to display category grade.
Category Definitions	Select the option to open the **Categories Window**.

Final Grade Shortcut Menu

Field	Description
Show Score Inspector	Select the option to invoke the Score Inspector.

Student Detail Window

The following tables describe the fields that are visible on this window when performing certain functions.

Field	Description
[Photo]	The student's school picture appears.
[Alert]	Discipline, Guardian, Medical or Other icons appear if an alert exists for student. Click an icon to view the alert text.
Name	The student's first and last name appears.
Gender	The student's gender appears.
Birthday	The student's date of birth appears.
Father's Name	The student's father's name appears.
Mother's Name	The student's mother's name appears.

Field	Description
Emergency Contacts	The student's emergency contact information appears. Click to view the telephone number in large print.
Student Number	The student's identification number appears.
Grade Level	The student's grade level appears.
Grade Scale	The grade scale associated to the student appears. Use the pop-up menu to select a different grade scale.
Home Phone	The student's home phone number appears. Click to view the telephone number in large print.
Guardian E-mail	The student's guardian's e-mail address appears. Click to copy the e-mail address to your clipboard.

Student Groups Pane

The following tables describe the fields that are visible on this window when performing certain functions.

Field	Description
Active	Student group for students who are currently enrolled in the class.
Dropped	Student group for students who are no longer enrolled in the class
[Set]	Name of the first tier in the hierarchical structure of student grouping. Use the contextual pop-up menu to **Edit**, **Delete**, **Add Group Set**, or **Add Group**.
[Group]	Name of group within a set. Use the contextual pop-up menu to **Edit**, **Delete**, **Add Group Set**, or **Add Group**.
[Students]	Students within a selected group. Use the contextual pop-up menu to **Show Details**, **Delete**, **Add Group Set**, or **Add Group**.

Student Multi-Section Report Detail Window

The following tables describe the fields that are visible on this window when performing certain functions.

Criteria

Field	Description
Name	The name of the report
Description	A description of the report.
Output Type	Select the option indicating the format in which you want to receive the report: • **PDF** • **Export (CSV)**
Sections	Select the option indicating the sections for which you want to run the report: • Select **Selected Class** to generate a report for a class. • Select **Active Classes** to generate a report for all classes. **Note:** If running this report for multiple sections, courses are identified by course name and section number, instead of course name and expression.
Student Schedule	Select the option indicating the sections for which you want to run the report: • Select **My Classes** to generate a report for all my classes. • Select **Total student schedule** to generate a report for. **Note:** If running this report for multiple sections, courses are identified by course name and section number, instead of course name and expression.
Students	Select the option indicating the students for which you want to run the report: • Select **Enrolled Students** to generate a report for all students who are enrolled. • Select **Selected Groups and/or Students** and then select a set, group, individual student, selection of students, or any combination from the Students Group pane. **Note:** To generate a report for a set, group, individual student, selection of students, or any combination, use **student groups**.
Abbreviate	Select the **Assignment** checkbox to include assignment abbreviations instead of assignment names. Select the **Categories** checkbox to include category abbreviations instead of category names.
Include	Select the **Final Grades** checkbox to include all final grades

Field	Description
	for a student in the report.
	Select the **Assignment Scores** checkbox to include all assignment scores for a student in the report.
	If **Assignment Scores** is selected, select the **Score Comments** checkbox to include all assignment score comments for a student in the report.
	Select the **Category Summary** checkbox to include a summary of assignment categories in the report.
	Note: If **Total student schedule** is selected, the **Score Comments** checkbox appears disabled.
Reporting Term	Choose **ALL** or the specific term for which you want to run this report from the pop-up menu.
	If you chose a specific reporting term, use the second pop-up menu to indicate if you want to run the report for **This term only** or for **This term and lower terms**.
	Select the **Include terms with no grades** checkbox to include terms where scores have not yet been recorded in the report.

Layout

Field	Description
Report Title	To change the report title, enter a different report title.
Page Breaks	Select the **On Sections** checkbox to insert a page break between each section within the report. This option is available when generating a report for all classes.
	Select the **On Students** checkbox to insert a page break between each student within the report. This option is available when generating a report where the report is able to report one page per student.
	Select the **On Reporting Terms** checkbox to insert a page break between each reporting term within the report. This option is available when generating a report where the report is able to display data separately for each reporting term.
	Note: Options vary from report to report and appear enabled/disabled based on the selected report criteria. To view a checkbox's report criteria, place your cursor on the checkbox.
Top Note	To add a header row to the report, select the **include** checkbox. When included, the header row appears at the top of each page of the report.
	Select the **bold** checkbox if you want the header row to appear in bold formatting.

Field	Description
	Enter up to five lines of header text in the text field.
	Note: If you enter header text and run the report, the text is available the next time you run the report.
Bottom Note	To add a footer row to the report, select the **include** checkbox. When included, the footer row appears at the bottom of each page of the report.
	Select the **bold** checkbox if you want the footer row to appear in bold formatting.
	Enter up to five lines of footer text in the text field.
	Note: If you enter footer text and run the report, the text is available the next time you run the report.
Signature Line	To add a signature line, select the **include** checkbox. When included, the parent signature line appears at the bottom of each page of the report.
	Note: If the report includes a bottom note, the signature line appears above it.
Run Report	Click to open the report or save the report. The **Report Complete** window appears.

Student Roster Report Detail Window

The following tables describe the fields that are visible on this window when performing certain functions.

Criteria

Field	Description
Name	The name of the report
Description	A description of the report.
Output Type	Select the option indicating the format in which you want to receive the report: • **PDF** • **Export (CSV)**
Sections	Select the option indicating the sections for which you want to run the report: • Select **Selected Class** to generate a report for a class. • Select **Active Classes** to generate a report for all classes. **Note:** If running this report for multiple sections, courses are identified by course name and section number, instead of

Field	Description
	course name and expression.
Students	Select the option indicating the students for which you want to run the report: • Select **Enrolled Students** to generate a report for all students who are enrolled. • Select **Selected Groups and/or Students** and then select a set, group, individual student, selection of students, or any combination from the Students Group pane. **Note:** To generate a report for a set, group, individual student, selection of students, or any combination, use **student groups**.
Student Info	Select the checkboxes indicating the student information you want included in the report: • **Student Name** • **Student Number** • **Birthday** • **Gender** • **Grade Level**
Parent Info	Select the checkboxes indicating the parent information you want included in the report: • **Mother's Name** • **Father's Name** • **Home Phone** • **Guardian Email** • **Emergency Contacts** • **[Blank Field]** If **[Blank Field]** is selected, enter the column heading in the text field. **Note:** If you enter column heading text and run the report, the text is available the next time you run the report.
Sort	Select the option indicating how you want to sort report output: • **Student Last Name** • **Student First Name** • **Student Number** • **Birthday**
Report Preview	As you make the above selections, this area displays how the report appears prior to actually running the report, giving you

Field	Description
	an opportunity to make adjustments.

Layout

Field	Description
Report Title	To change the report title, enter a different report title.
Page Breaks	Select the **On Sections** checkbox to insert a page break between each section within the report. This option is available when generating a report for all classes. Select the **On Students** checkbox to insert a page break between each student within the report. This option is available when generating a report where the report is able to report one page per student. Select the **On Reporting Terms** checkbox to insert a page break between each reporting term within the report. This option is available when generating a report where the report is able to display data separately for each reporting term. **Note:** Options vary from report to report and appear enabled/disabled based on the selected report criteria. To view a checkbox's report criteria, place your cursor on the checkbox.
Top Note	To add a header row to the report, select the **include** checkbox. When included, the header row appears at the top of each page of the report. Select the **bold** checkbox if you want the header row to appear in bold formatting. Enter up to five lines of header text in the text field. **Note:** If you enter header text and run the report, the text is available the next time you run the report.
Bottom Note	To add a footer row to the report, select the **include** checkbox. When included, the footer row appears at the bottom of each page of the report. Select the **bold** checkbox if you want the footer row to appear in bold formatting. Enter up to five lines of footer text in the text field. **Note:** If you enter footer text and run the report, the text is available the next time you run the report.
Signature Line	To add a signature line, select the **include** checkbox. When included, the parent signature line appears at the bottom of each page of the report. **Note:** If the report includes a bottom note, the signature line appears above it.

Field	Description
Run Report	Click to open the report or save the report. The **Report Complete** window appears.

Students Window

The following tables describe the fields that are visible on this window when performing certain functions.

Field	Description
Students	The student's name appears, including last name and first name. Double-click the student's name or click the arrow next to the student's name to view **student details**. The current count of students appears in the column heading. The count updates automatically as students are added or dropped from the section. **Note:** Click the column heading to sort the Students window by students' last names. When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading.
Student Number	The student's identification number appears. **Note:** Click the column heading to sort the Students window by students' numbers. When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading.
Birthday	The student's date of birth appears. **Note:** Click the column heading to sort the Students window by students' birthdays. When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading.
Gender	The student's gender appears. **Note:** Click the column heading to sort the Students window by students' gender. When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading.
Grade Level	The student's grade level appears. **Note:** Click the column heading to sort the Students window by students' grade levels. When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading.

Field	Description
Home Phone	The student's home phone number appears. **Note:** Click the column heading to sort the Students window by students' home phone numbers. When sorted in ascending order, an upward pointing arrow appears in the column heading. When sorted in descending order, a downward pointing arrow appears in the column heading.
Grade Scale	The grade scale associated to the student appears. Click to choose another grade scale from the pop-up menu. Click the column heading to set the grade scale for multiple students. The Fill Grade Scale window appears.