PowerTeacher Gradebook Standards

Review the features related to standards in PowerTeacher gradebook.

Attach a Standard

To attach a standard to an assignment, start on the Scoresheet page in Assignments mode:

1. Choose an assignment
2. In the Assignment header, click the arrow icon at the top of the header to open the Assignment Details pane
3. Click the Standards tab
4. Find the standard you wish to attach

   To view the Standard Details window, click the arrow icon to the far right. Review the standard identifier, description, and grade scale. To close the window, click **OK**.
5. To attach a standard, select and check the standard
6. Click **Save**
7. Close the Assignment Details pane by clicking the Close icon at the upper left of the pane
8. You will notice the standard symbol "S" in the assignment header

   This indicates a standard has been attached and the standards drawer may be opened.

The Standards Drawer

Open the standards drawer to see the standards that are attached to an assignment.

To open the standards drawer, click the "S" icon in the assignment header. Attached standards appear to the right of the assignment header in hierarchical order.

Filter Groups Feature

Use the gradebook's filter groups feature to view certain student information or to form student groups.

Starting on the Scoresheet page:

1. In the Student Groups pane, open the Filter menu and select **Filter Selected**
2. Click the arrow to the left of the word "Active" to open the list of active students
3. Select a student name
4. To add other names, press **Shift** and click the last name in the group you want to add
5. To add non-consecutive names, press **Command** (on a Mac) or **Control** (on a PC) and click the names of the students to add
6. To save a group, click the **+** icon in the Student Groups section and select **Add Group Set**
7. In the Add Student Group Set window, type your group name and click **OK**
8. In the Student Groups area, scroll down and select **Group 1**
9. Right-click Group 1 and select **Edit**
10. Type the name of the new group set and click **OK**
11. Scroll up and select **Active** to display the names of all the students in the class
12. Scroll down again to see the newly created group and group set
13. Now click and drag student names from the Scoresheet side into the new group

Student View Mode: Student Scores

In Student View mode, look at data for one student.

On the Scoresheet page in Assignments mode:

1. Click **Student View**
2. In the Student Groups section on the left, double-click **Active** to see all active students

   Now you see average scores for all active students.
3. Click a student to see scores for that student
4. Enter grades by clicking in the cell and typing the desired grade (final score summaries run along the bottom of the page)
5. To access the Assignment Details page, find the assignment and click the arrow to the right of the assignment name
6. To change the assignment due date, click the calendar icon and change the date; save your changes

To change scores in Student View mode:

1. Find the score that you want to change and click in the cell
2. Enter the desired grade and press **Enter**
3. Click **Save**

Assignment attributes:

1. To open the Attributes window, right-click the desired cell
2. Select one of the following: Collected, Late, Exempt, or Missing; the appropriate icon appears in the cell
3. Click **Save**

Select and enter grades in Assignments mode:

1. Right-click in the desired cell and select **Grades**
2. In the Grades menu, select the desired grade
3. Click **Save** to preserve score changes
4. To enter the same score for a standard for all students, select

Fill Scores

5. Choose whether to replace cells with no score, or to replace all previously displayed scores
6. In the score section, check the Score value
7. Open the score menu and select the desired score; click **OK**

In Standards mode, gray diagonal lines indicate that a standard is not attached to the corresponding assignment.

Grades Calculations

To change the default calculations:

1. In the toolbar, click **PowerTeacher Gradebook** on a Mac or **Tools** on a PC
2. Select **Preferences**
3. In the Preferences window, click **Standards**
4. Open the Default Standard Final Grade menu
5. Select the desired calculation method; click **OK**

The Most Recent calculation uses a number of recent assignments to generate a final score.

To change the Most Recent calculation:

1. Click **Preferences**
2. In the Preferences window, click **Standards**
3. From the Default Standard Final Grade menu, select **Most Recent**
4. Click **Edit**
5. In the Most Recent Score window, click the menu for "How many recent scores" and select the desired number

   The weighting chart will adjust automatically.
6. Click **OK** to save the change
7. Click **OK** once more
8. In the Standards Recalculation Confirmation window, click **Yes**

To manually enter a final grade:

1. In the Student Group section, select a single student
2. Select **Student View**
3. In the Final Score section, in the Final Score row, click the cell that holds the incorrect score
4. Enter the desired score
5. Click **Save**

   Final Scores that have been changed manually display a brown triangle in the upper left of the cell. Once altered, the score in that cell will not update when an assignment standard score is changed.
6. To revert the Final Score back to a calculated score, right-click the cell with the triangle in the corner and select **Revert to Calculated Grade**
7. Click **Save**

In Student View mode, see students and their standards scores. To view standard scores for all students, use Final Grades mode.

To enter comments on the Scoresheet page in Student View mode:

1. Click **Final Grades**

   Standard scores that are black indicate they were manually entered, while scores that are brown indicate they were calculated.
2. Right-click **C** in the assignment header
3. Choose **Fill Comments**

   Choose whether to fill only empty cells or replace all previous entries in that column.
4. Enter comments or edit existing comments
5. Click **OK**

Filter by Category

Choose to look at one type of assignment in Assignment mode:
1. In the Categories section on the left of the page, click the Filter menu and select **Filter Selected**
2. Choose one or more categories for the filter; click a single category or press **Shift** and click additional categories

   The information in the Assignments section and the Final Scores section updates to reflect your choices.

Standards Reports

To generate standards-related reports:

1. Click the Reports tab at the top of the page
2. In the reports menu, double-click **Standards Report**
3. Select criteria for your report
4. Click the Layout tab
5. Click in the Report Title field and enter a name for the report
6. Click **Run Report**
7. In the Report Complete window, choose to either Open or Save the report and click **OK**