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## Teacher Instructions for Standard Based Grading in PowerTeacher Gradebook

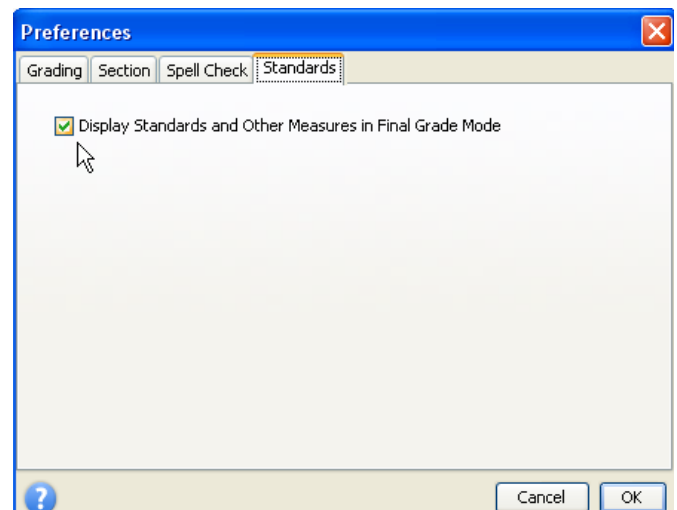
**Purpose:** Teacher – With the introduction of PowerTeacher Gradebook 1.6 teachers are able to enter standards based grading marks directly in the PT Gradebook instead of through the portal page. This document outlines the teacher setup and use of the gradebook to enter standard grades.

Your district and school will have standards input into your system so that you can use them in your gradebook. They will also setup the appropriate conversion scales or marks that you will use when entering your standards.

### Setting up Your Gradebook to Use Standards

To setup your gradebook:

1. Login to PowerSchool and open your gradebook
2. Under Tools select **Preferences**
3. Choose the **Standards Tab**
4. Check the box to **Display Standards and Other Measures in Final Grade Mode.**
5. Click **OK**



### Choose Terms and Mode

1. Choose the **Scoresheet** Icon
2. Make sure your term date is for the current term and select a class that you want to enter marks for.
3. Choose the **Reporting** term for the term you will be grading.



4. Choose **Final Grades Mode** to open the Standards Mode.

- This will open your scoresheet to show the standards that have been load for you for this subject area

## The Header Bar

- The first colored header in the row is the top level subject group that the comment box and related standards line up under.

The top level is a darker blue or green color (nothing is entered in this column) and the related standards a lighter color. If there are more than two levels of standards the colors of lower standards will get lighter.

The first four columns have special purposes described as follows:



Language Arts ...	Language A...	Insert Teac...	Insert Tea...	Identifies in...	Matches up...	Understand...	Retells story
Null LTR		Null LTR		Arch Gr K-2 S... LTR	Arch Gr K-2 S... LTR	Arch Gr K-2 S... LTR	Arch Gr K-2 S... LTR

**Column 1  
Descriptor** for Standard's highest level. No data is entered here

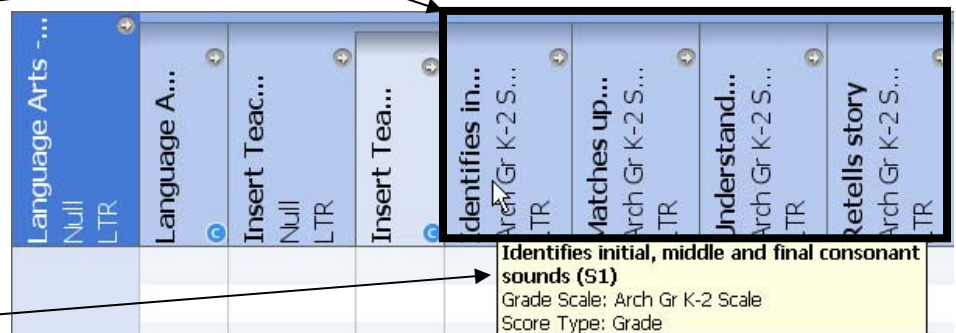
**Column 2  
Teacher Comments** – This column is where teacher comments are entered. See comments section below.

**Column 3  
Name Place Holder** – Nothing entered here.

**Column 4  
Teacher Name** – Teachers should right click and click on fill comments. Enter your name as you want it to appear on report card.

- The remaining vertical columns are the individual skills or benchmarks you grade your students on.

You will be able to hover your mouse over each of the headers and see the description of that particular standard.

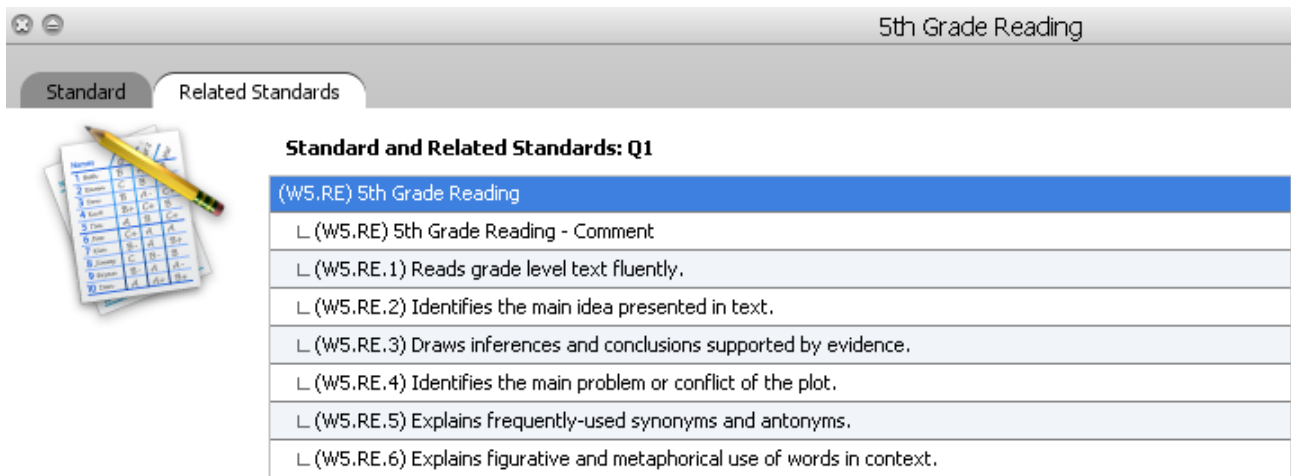


Language Arts ...	Language A...	Insert Teac...	Insert Tea...	Identifies in...	Matches up...	Understand...	Retells story
Null LTR		Null LTR		Arch Gr K-2 S... LTR	Arch Gr K-2 S... LTR	Arch Gr K-2 S... LTR	Arch Gr K-2 S... LTR

**Identifies initial, middle and final consonant sounds (S1)**  
Grade Scale: Arch Gr K-2 Scale  
Score Type: Grade

To see an outline view of the standards, double click one of the standards or the top level subject standard.

3. This will open a bottom window that has two tabs.
4. Click on the **Related Standards** tab
5. Here you will see the outline view of each standard. As you click on a standard header it will highlight the standard in the outline. This will show you how that standard fits into the hierarchy of standards for this subject.

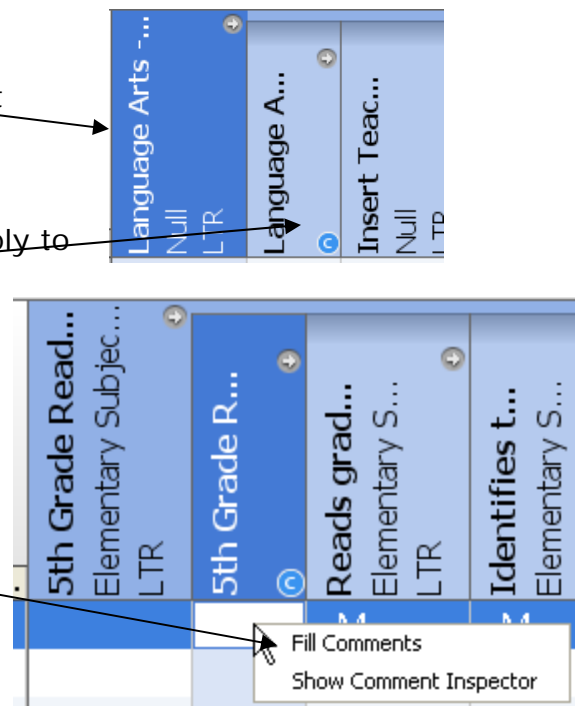


Standard and Related Standards: Q1	
(W5.RE) 5th Grade Reading	
L (W5.RE) 5th Grade Reading - Comment	
L (W5.RE.1) Reads grade level text fluently.	
L (W5.RE.2) Identifies the main idea presented in text.	
L (W5.RE.3) Draws inferences and conclusions supported by evidence.	
L (W5.RE.4) Identifies the main problem or conflict of the plot.	
L (W5.RE.5) Explains frequently-used synonyms and antonyms.	
L (W5.RE.6) Explains figurative and metaphorical use of words in context.	

6. You can click the  to close the lower window of related standards.

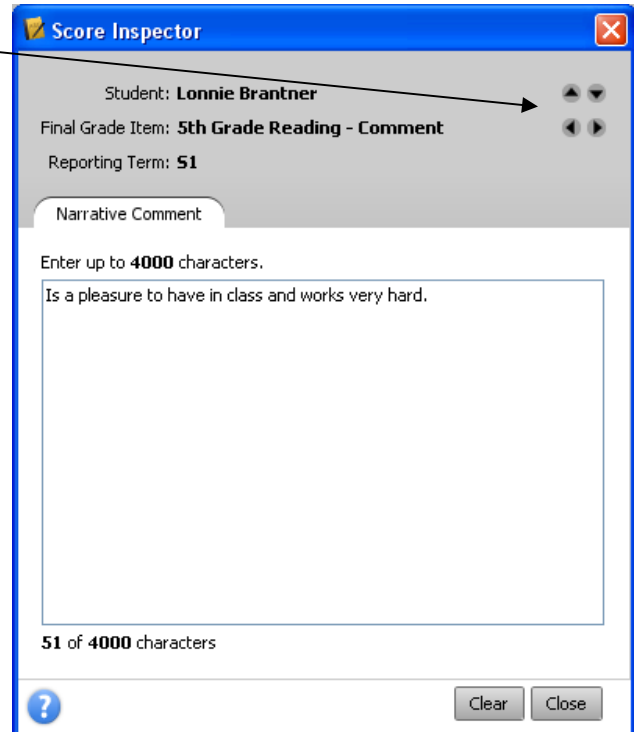
## Entering Comments


1. Standards are never entered in the Subject Area first column. It is just a placeholder
2. The header next to the Subject Area header is the Comment Header. You will enter comments that apply to that Subject Area here.
3. To enter a single comment right click (PC) or Control Click (MAC) at the cell opposite the student's name you want the comment for.
4. A popup window lets you choose to enter a single comment by choosing **Show Comment Inspector**






5. Enter a short comment. Some report cards will limit you to the numbers of characters you can enter.
6. The number of characters in the comment will be tracked at the bottom of the screen
7. Either click on the arrows to go to another standard or another student.
8. Click **Close** when finished entering comments.




9. After a comment has been entered a  will appear in the grade cell for that student.

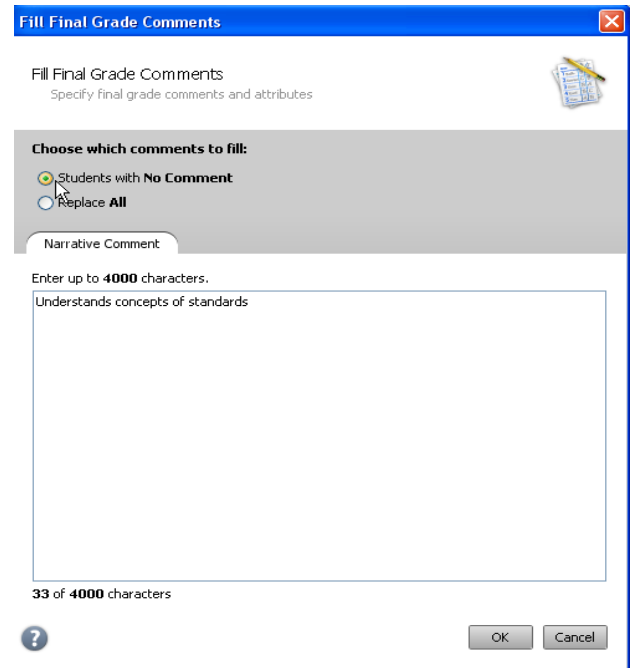


You can double click the  to see the actual comment.

Hover over the  to see the comment without opening it.

## Enter Multiple Comments

1. To enter the same comment for multiple students, right click a student cell and **choose Fill Comments**.
2. You may choose to fill comments for just those student that do not have any comments currently or to replace All student comments for that standard.
3. Click **OK**
4. The same standard will now be part of every student's record and each will have the  icon appear.



## Copy Comments

To copy a single comment to many students at once:

1. Find or enter a comment that you want to copy
2. Right click the comment header
3. Click **Copy Comments**
4. Select another standard comment header in the same class.
5. Right click and Paste. The same comment will be copied to this new standard



## To Clear a Single Comment

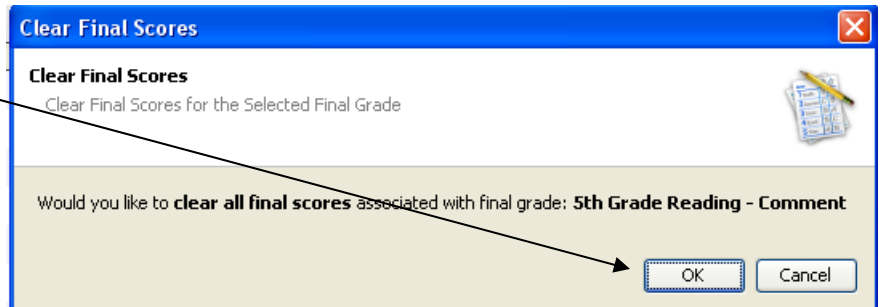
1. Right click on the comment you want to delete and open **Show Comment Inspector**.
2. Click **Clear**
3. Click **Yes** to confirm

## To Clear Multiple Comments

4. Right click on the Comment Header for that standard
5. Click **Clear Comments**



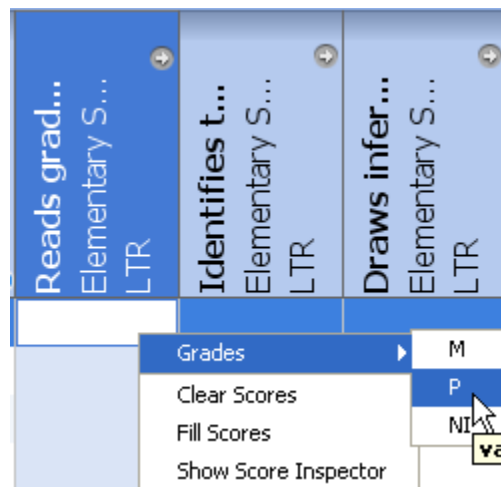
- Click **OK** to clear all final comments



## Entering Standard Scores

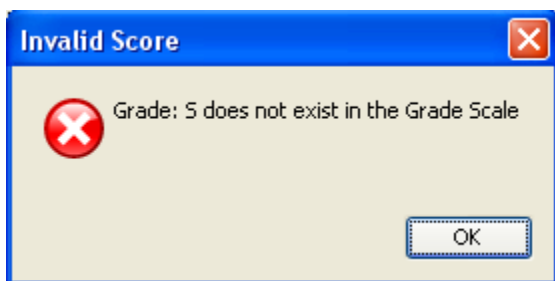
To enter a single score into the standards:

- Find the cell that intersects the student and the standard
- Right click the cell
- Hover over Grades and the grade scale will appear in another window.
- Click on the grade you want to enter.



Another way to enter a grade is to:

- Click on the cell you want to enter the score in.
- Enter the grade.



- If the grade you enter is not in the in the conversion scale (grade scale) the system will alert you that this grade is invalid. Click **OK** and enter a valid grade.

- Entering a grade then pressing **Enter** will move you to the next student down in the same standard.
- Entering a grade then pressing **Tab** will move you to the next standard for the same student.

- Continue entering grades for other students the same way.
- Click **Save** when finished.

## Copy Grades to Other Standards

To copy the same scores of all the students on this standard

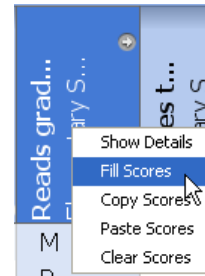
- Right click the standard header
- Click **Copy Scores**
- Click on the standard header you want to copy to
- Right click
- Paste** Scores



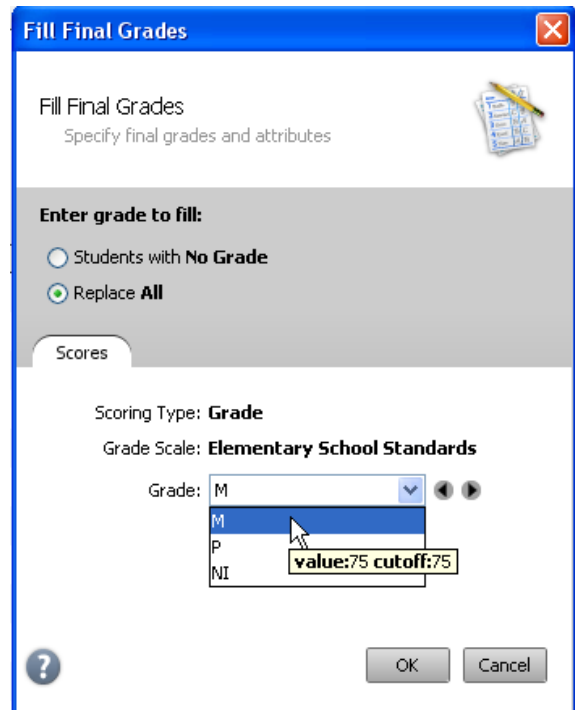
## Fill Scores

If you want to enter the same score for multiple students

- Right click the standard header
- Click **Fill Scores**



- Decide if you want to just fill **Students with No Grades or All Students** and check the radio button for that choice.
- Click on the grade cell and choose the grade you want to apply to all students.
- Click **OK**
- The grade you choose will now be entered for all the students



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## Change a Single Score

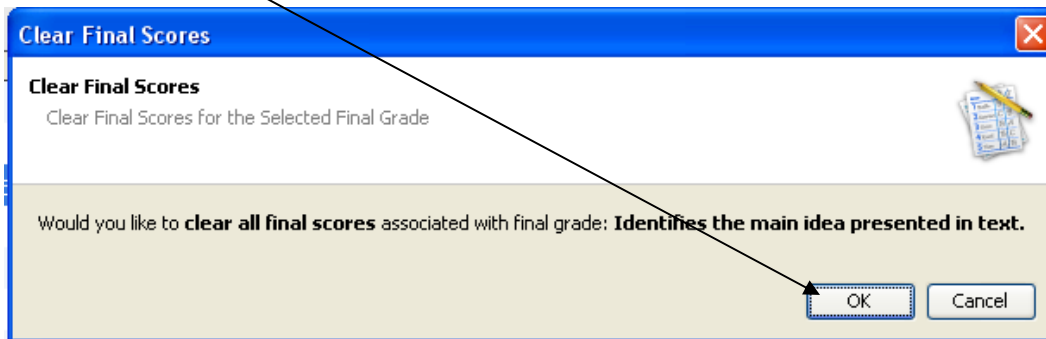
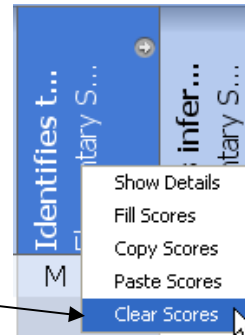
You can change a single score by:

1. Clicking on the cell you want to change
2. Enter the new grade
3. Or Right Click the cell and choose the grade

## Clear All Scores on One Standard

You can clear all the scores from one standard by:

1. **Right Clicking** on the Standard Header you want to change
2. Choose **Clear Scores**
3. Click **OK** on the verification window



Once you enter a score and save the gradebook the grades are automatically saved into PowerSchool so administrators and parents (if you allow parents into PowerSchool) can see them.

Standards will move with the student but **not** in the gradebook. What one teacher enters into their gradebook will not show in another teacher's grade book if that student moves to a different class or school.

However, on the quick lookup screen that administrators and parents can see, those grades will appear.

## Printing Report Cards or Progress Reports

A teacher may be able to print report cards or progress reports for one or more students. To do this the teacher will choose the print options from the Teacher portal page.

To print a report card/progress report for a single student or all students from the Portal page:

1. Click on the **Printer icon** for one of your subject areas

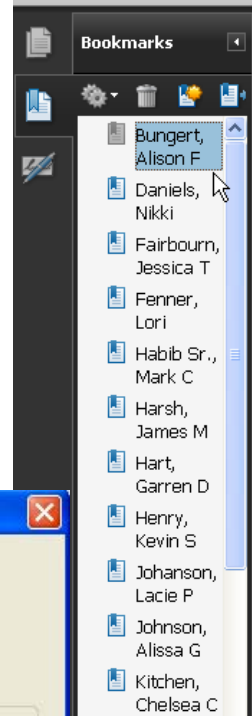
2. Click on the report you want to print. Your school may have several report cards to choose from so make sure you select the one you need for this particular grade level and term.
3. Click **Submit**
4. Your Report Queue will appear.
5. Click Refresh until the Status says View
6. Click **View**

Your report will come up in Adobe Reader. All of your students should appear in a left menu. Click on a student to preview their report card.

**To print all the report cards for all the students select Print.**

**To print just one student.**

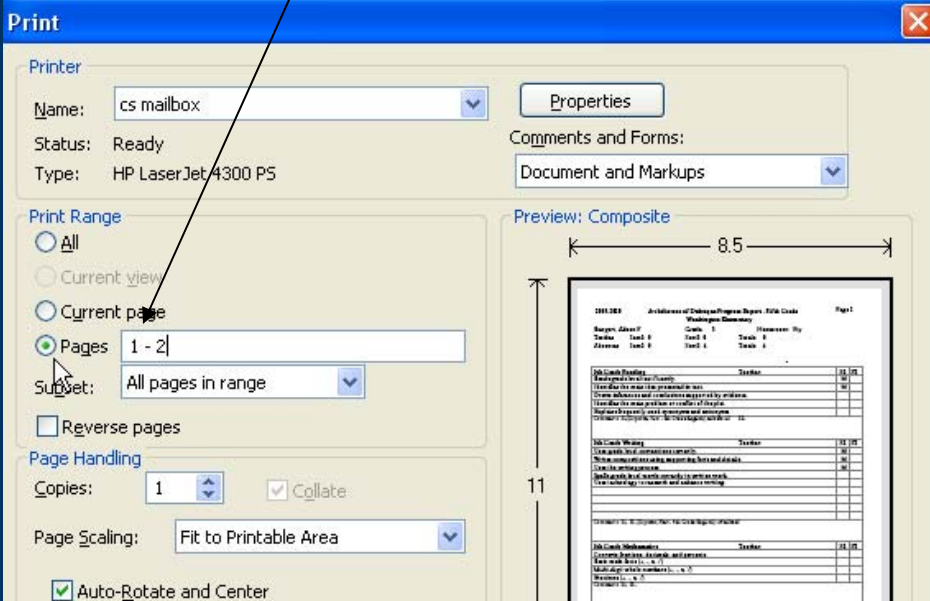
1. Choose the student from the left menu
2. Choose Print
3. On the print option page check the radio button for pages
4. Choose the pages you want to print. You will need to know what pages that student has.



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**5th Grade Reading**  
Reads grade level text  
Identifies the main idea and supporting details  
Draws inferences  
Identifies the main purpose or point of view of the passage  
Explains frequently used words and phrases  
Comments: S1-[L





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## Quick Steps

### Setting up Your Gradebook to Use Standards

1. Login to PowerSchool and open your gradebook
2. Under Tools select **Preferences**
3. Choose the **Standards Tab**
4. Check the box to **Display Standards and Other Measures in Final Grade Mode.**
5. Click **OK**

### Choose Terms and Mode

1. Choose the **Scoresheet** Icon
2. Current Term should be the current term
3. Choose the **Reporting** term for the term you will be grading.
4. Choose **Final Grades Mode** to open the Standards Mode.

### The Header Bar

1. First Header is dark color and nothing is enter this column
2. Next header is for comments only
3. Next headers are standards for this subject area
4. Hover over standard to see description
5. Double click standard to see outline view of all standards

### Entering Comments

#### Enter Single Comment

1. Right Click cell of student
2. Show Comment Inspector
3. Enter Comment
4. Close or go to another student

#### Enter Multiple Comments

1. Right Click Comment Header
2. Choose Fill Comments
3. Choose to fill Students with No Comments or Replace All
4. Enter Comments
5. Click OK



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## Copy Comments

1. Right Click Comment Header
2. Click Copy Comments
3. Go to Comment Header for another Standard for that class
4. Right Click Comment Header
5. Paste

## To Clear a Single Comment

1. Right click on the comment you want to delete and open **Show Comment Inspector**.
2. Click **Clear**
3. Click **Yes** to confirm

## To Clear Multiple Comments

4. Right click on the Comment Header for that standard
5. Click **Clear Comments**

## Entering Standard Scores

1. Find the cell that intersects the student and the standard
2. Right click the cell
3. Hover over Grades and the grade scale will appear in another window.
4. Click on the grade you want to enter.

Or

1. Click on the cell you want to enter the score in.
2. Enter the grade.
3. If the grade you enter is not in the in the conversion scale (grade scale) the system will alert you that this grade is invalid. Click **OK** and enter a valid grade.
4. Entering a grade then pressing **Enter** will move you to the next student down in the same standard.
5. Entering a grade then pressing **Tab** will move you to the next standard for the same student.
6. Continue entering grades for other students the same way.
7. Click **Save** when finished.