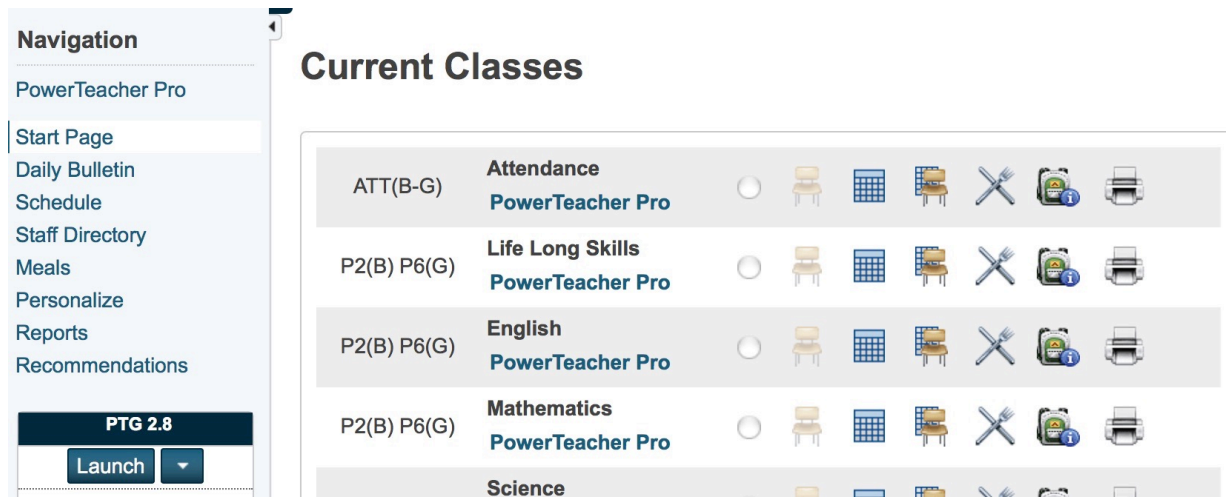


Basic Differences in the Use and Navigation between PowerTeacher Gradebook (PTG) and PowerTeacherPro (PTP)

Launching the Gradebook

PTG – had to be launched, as it was a separate Java App. Teachers selected it from the left navigational bar

PTP – is built into PowerSchool, once you log in and your sections have been designated as PTP Gradebook – you will see a **PowerTeacherPro** link in blue at the top of the Navigational bar on the left OR beneath each of your Current Classes.

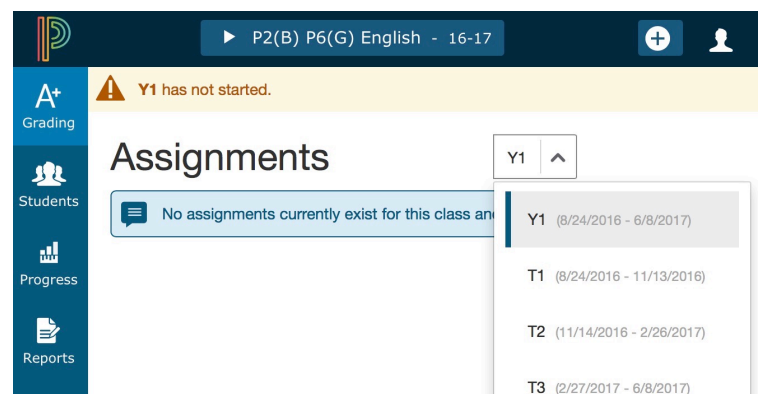
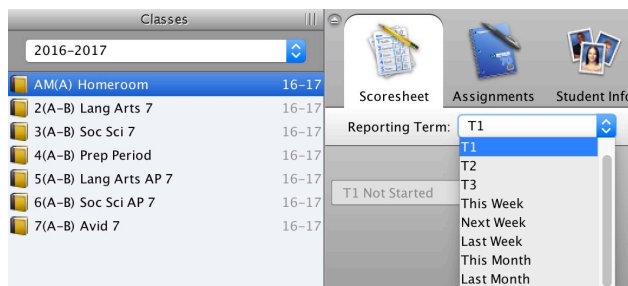


Selecting the CORRECT Reporting Term

Regardless of which Gradebook you are using it is ESSENTIAL that teachers select the correct Reporting Term. Most teachers finish grading standards for a short period of time after the term has ended. The server will AUTOMATICALLY change the term in the Gradebooks and if your don't change it back, they will have entered the grades in the wrong term.

PTG – Reporting Term is below the Scoresheet.

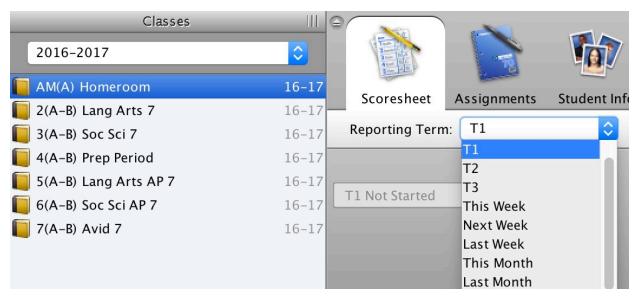
PTP – The Reporting Term is on the first screen on the right hand side.



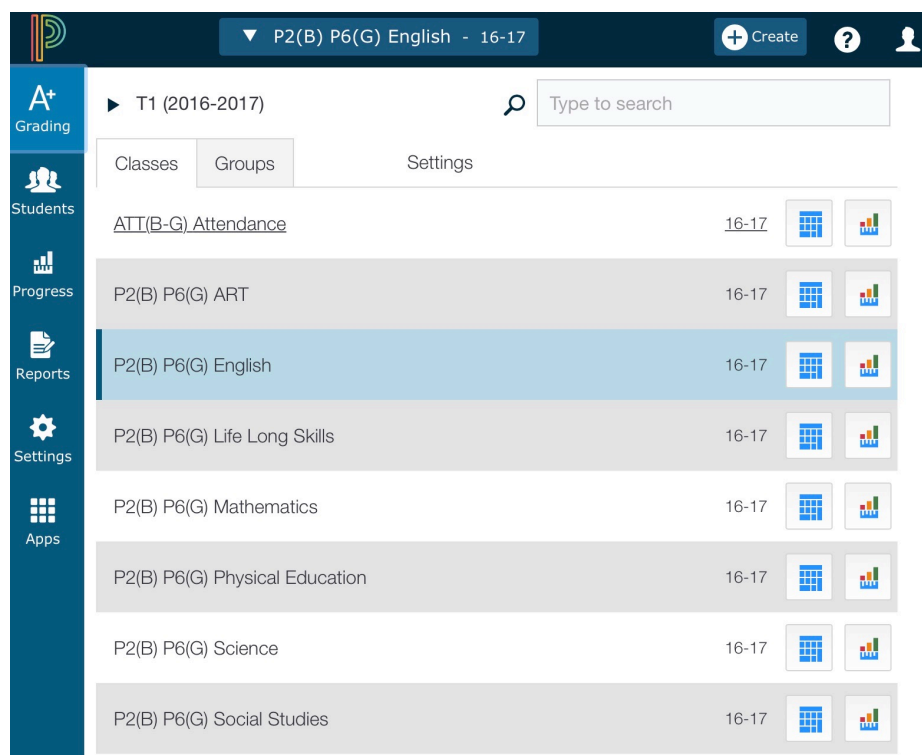
Selecting a Specific Class

When teachers launch either Gradebook, they normally do so to enter grades. Often it's a particular grade in a specific class.

PTG – All the teacher's courses are listed below the Classes grid and the current year on the left. All they do is select the class with their mouse. PTG will prompt you to SAVE before changing.



PTP – In the top navigational bar of PTP, there is a drop down of your current sections in the term specified before. In this screenshot, English is selected and it actually tells you when it meets as well – P2(B) and P6(G) and for the year 2016-2017. The current section is listed above and **HIGHLIGHTED** in BLUE in the drop down list. Simply select a different course and follow any prompts that PTP may provide such as **SAVING**.



How to find and view your Standards

In either Gradebook, you will need to know how to find your standards. Standards are **USUALLY** associated with specific courses so Math standards are found in the grade specific Math course. In the **PTG** example below, the class is Language Arts Grade 7. The standards run left to right and alternate in color between **BLUE** and **GREEN**. Selecting a blank cell below a standard, the score inspector pops up and provides you with the scale available for these standards.

Most standards in **PTG** are too long to display in the small **BLUE** and **GREEN** boxes. To view the entire standard teachers need to double click on the **BLUE** and **GREEN** boxes to have the standard prompt appear at the bottom of your page.

In **PTP** – it works almost the same but standards and the score inspector appear in different locations. All things related to grading can be found under the A+ Grading icon in the upper left of the page. After having selected the A+, pick the Standards Link.

In this example below, the teacher has chosen to grade LLS.2.2 and wants to know what that standard name is. The entire standard is displayed below the course name where the first RED arrow is. The scale is listed below the name and also is part of the new look score inspector in **BLACK** to the right of the screen.

Grades: Standards - T1

T1

P2(B) P6(G) Life Long Skills

LLS.2.2 Student contributes to classroom activities and discussions. [Show More](#)
 Grade Scale Type: (O - N)

STUDENT (17)	T1	LLS.2.1	LLS.2.2	LLS.2.3	LLS.2.4	LLS.2.5	LLS.
1. Ar...	--		O				
2. Br...	--		S				
3. Bu...	--		S				
4. Co...	--						

Score Inspector interface showing a dropdown menu with options O, S, N, and a red arrow pointing to the 'O' option.

Teachers can either enter the value manually or once the cell has been selected – pick the value from the Score Inspector – in this case an O,S or N. If a teacher has forgotten the scale – they can select the SEE MORE link to provide them with additional information.

LLS.2.2 Student contributes to classroom activities and discussions. [Show Less](#)

Grade Scale Type: (O - N)

Description	Hierarchy	Grade Scale	Special Codes																
Name: Effort Description: OSN <table> <thead> <tr> <th>GRADE LABEL</th><th>DESCRIPTION</th><th>PERCENT CUTOFF</th><th>PERCENT VALUE</th></tr> </thead> <tbody> <tr> <td>O</td><td>Outstanding</td><td>3</td><td>3</td></tr> <tr> <td>S</td><td>Satisfactory</td><td>2</td><td>2</td></tr> <tr> <td>N</td><td>Needs Improvement</td><td>0</td><td>1</td></tr> </tbody> </table>				GRADE LABEL	DESCRIPTION	PERCENT CUTOFF	PERCENT VALUE	O	Outstanding	3	3	S	Satisfactory	2	2	N	Needs Improvement	0	1
GRADE LABEL	DESCRIPTION	PERCENT CUTOFF	PERCENT VALUE																
O	Outstanding	3	3																
S	Satisfactory	2	2																
N	Needs Improvement	0	1																

If a teacher accidentally adds a score that isn't part of the scale, **PTP** will prompt you with the following message.

It displays a **R** in the box and reminds you that the score is INVALID and to Discard or Continue Editing.

Remember to **SAVE** all changes.

Score Inspector interface showing an error message: "The score is invalid. How do you want to proceed?" with options "Discard Changes" and "Continue Editing". The dropdown menu shows "R" as the selected value, indicating an invalid score.



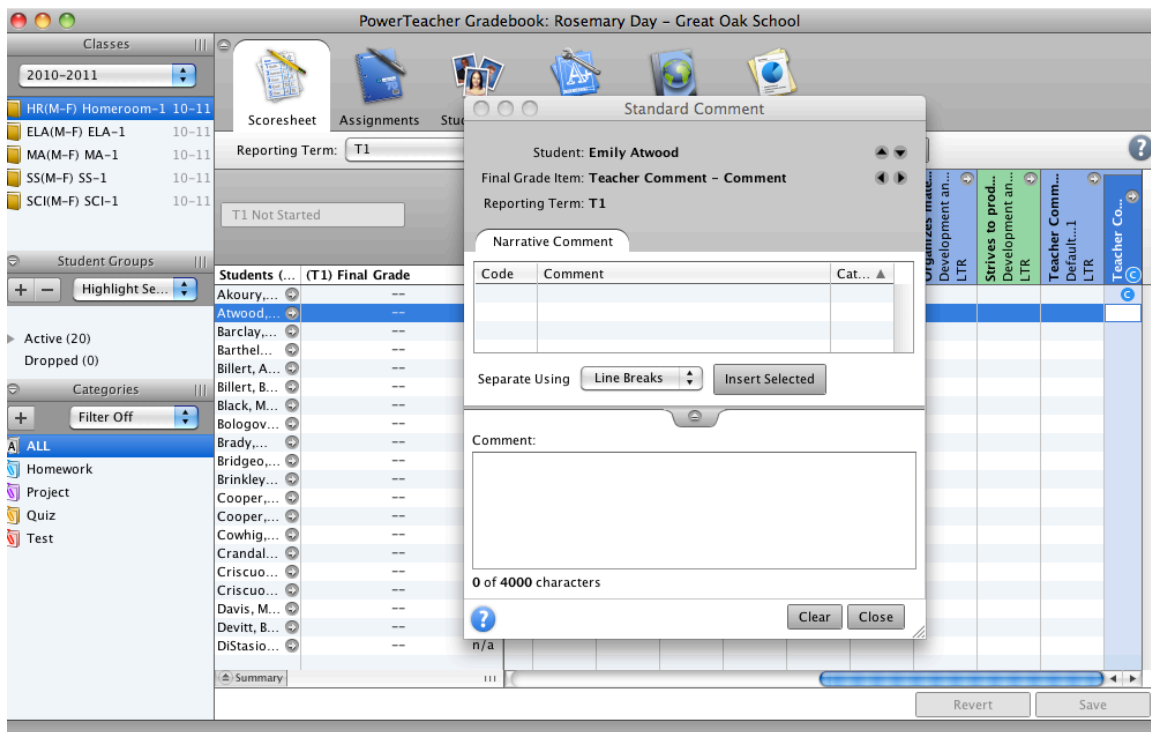
Entering a comment



First and foremost, you should know what classes your standard based comments are located. Each district does this a bit differently. I tend to associate an overall teacher comment to Homeroom, where the Habits of Mind, Work Habits, Successful Skills for Learning, Behaviors that Support Learning (etc) are also located. COMMENTS regardless of Gradebook can now be limited and as a teacher types, the characters left are displayed below.

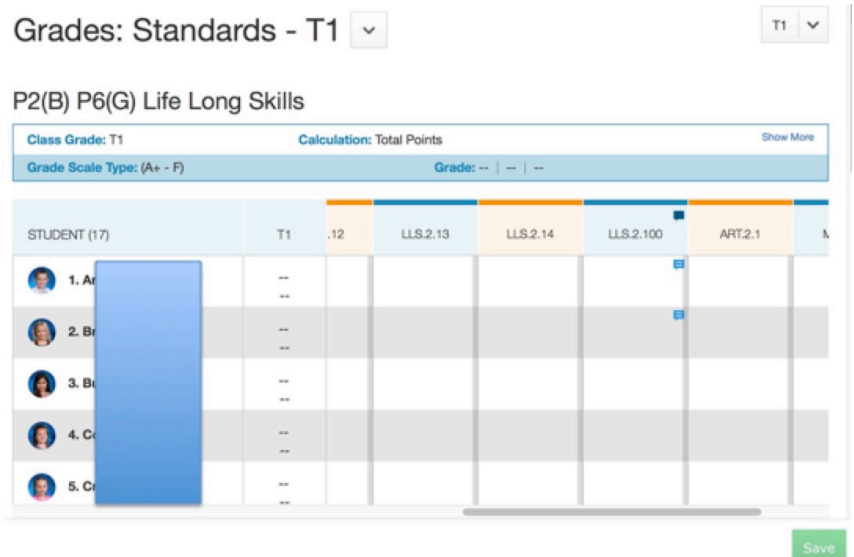
PTG – uses a  to indicate which standards is a COMMENT. Most of these are narrative comments.

Some comments could be used to enter a reading score with a limit of 3-4 characters. Some comments in the upper elementary grades could be content specific and would be located in the particular classes.

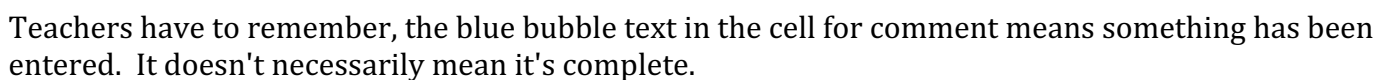
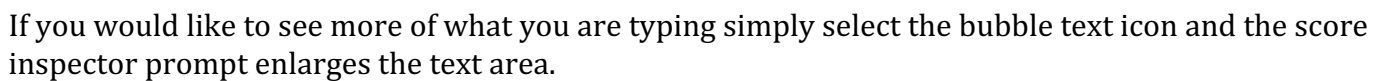


PTP – uses a  text bubble instead of the blue C. Once again you must know what courses the comment standards have been associated with. Once you find them, click on the student cell below the bubble text icon.

The score inspector will pop up to the right and show you the contents of the comment field. If you haven't typed anything, it will be blank,



In 10.1.1, the Score Inspector has been cleaned up to display all features in a more compact view.



6

COMMENT BANKS

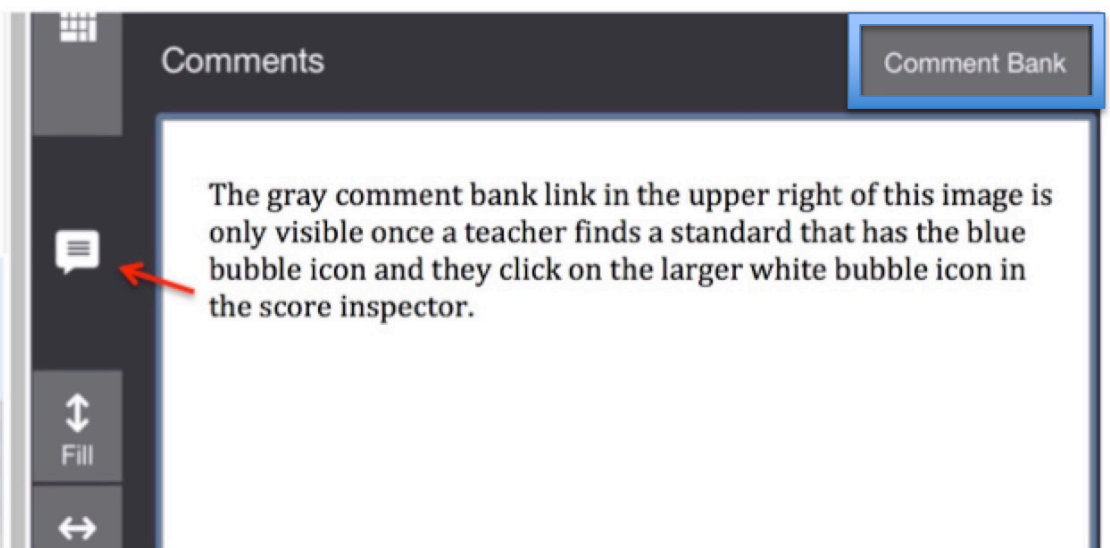
Using a Comment Bank to enter comments had been a high school only option for the longest time. Elementary and Middle Schools had preferred to use narrative comments rather than phrases. There is now a movement for a variety of reasons to give teachers the option of writing a narrative and/or using phrases from the comment bank. Specialists might benefit the most from the canned comment bank as look as there are some options for them. I often do not recommend an elementary specialist be given a comment instead a specific standard that is not necessarily academic in nature rather one that relates to effort and behavior. This is a screenshot from PTG 2.8 and scrolling and the arrows work to show additional comments.

The screenshot shows the 'Final Grade' window for student **Baker, Emmanuel** during the reporting term **Q1**. The 'Comment' tab is active. The 'Show Comments' dropdown is set to 'District Comment Bank'. A table lists available comments:

Code	Comment	Category	Type	Favorites
75	Needs to improve test preparation skills.Improvement		Dist.	★
563	Not doing Honors level work		Dist.	★
562	Auditing the course		Dist.	★
561	Insufficient effort for Honors		Dist.	★

Below the table, there is a 'Separate Using' dropdown set to 'Line Breaks' and an 'Insert Selected' button. A large text area for entering a comment is shown with a character count of '750 characters left'. At the bottom right are 'Clear' and 'Close' buttons.

**Here are some
PTP hints!**



The gray comment bank link in the upper right of this image is only visible once a teacher finds a standard that has the blue bubble icon and they click on the larger white bubble icon in the score inspector.

Once the user clicks on the Comment Bank – all of the teacher options will be available but only 10 will be visible on one screen. Navigate to rows/pages at the bottom of the screen to find your comments. If you

want to use them simply check them off and INSERT COMMENTS will become available for you to use. By default the comments will be separated by a line break. If you want only a space between comments, you must select SPACES then INSERT. Please note, you can't scroll but you can change pages at the bottom to display more comments.

Comment Bank

Filter

Clear

Apply

1-10 of 466 items

	CODE	COMMENT	CATEGORY	FAVORITE ▲
☐	0	KINDERGARTEN COMMENTS		☐
☐	1	Reads fluently above grade level		☐
☐	2	Reads fluently at grade level		☐
☐	3	Reads below grade level		☐
☐	4	Needs to understand and apply phonetic skills		☐
☐	5	Needs to increase recognition of basic sight words		☐
☐	6	Needs to improve comprehension skills		☐
☐	7	Does not write complete sentences		☐
☐	8	Needs to express ideas effectively		☐
☐	9	Needs to improve letter/number formation		☐

Page 1 of 47

<< < 1 2 3 4 5 > >>

Rows/Page 10

Separate Using

Line Breaks

Spaces

Comment Bank

Filter

Clear

Apply

1-10 of 466 items

	CODE	COMMENT	CATEGORY	FAVORITE ▲
☐	0	KINDERGARTEN COMMENTS		☐
☐	1	Reads fluently above grade level		☐
☐	2	Reads fluently at grade level		☐
☐	3	Reads below grade level		☐
☒	4	Needs to understand and apply phonetic skills		☐
☐	5	Needs to increase recognition of basic sight words		☐
☒	6	Needs to improve comprehension skills		☐
☐	7	Does not write complete sentences		☐
☒	8	Needs to express ideas effectively		☐
☐	9	Needs to improve letter/number formation		☐

Page 1 of 47

<< < 1 2 3 4 5 > >>

Rows/Page 10

Separate Using

Line Breaks

Spaces

Insert Comments

Insert Comments

Teachers using the comment bank will quickly realize it might be better to SEARCH by # (if a print out of these comments) to take advantage of the FAVORITES so that those comments will always appear first.

If a print out isn't available, they could search that comment database for a particular word.

In this case I searched for TIME- some commendations and recommendations regarding TIME. I marked them as FAVORITES; select Apply - so they will be available to me each and every time.

Comment Bank

Filter

time

Clear

Apply

1-10 of 35 items

	CODE	COMMENT	CATEGORY	FAVORITE ▲
☐	22	Does not use time wisely		☒
☐	27	Needs to speak only at appropriate times		☐
☐	28	Needs to complete work on time		☐
☐	46	Completes tasks on time		☐
☐	122	Needs to understand time concepts		☐
☐	133	Needs to use time wisely		☐
☐	141	Needs to speak only at appropriate times		☒
☐	143	Needs to complete work on time		☐
☐	165	Completes tasks on time		☒
☐	222	Needs to understand time concepts		☐

Now, those phrases show up as Favorites and are very visible to select and insert them on the report card. Doing this will save teachers time when it comes to entering comments. All the comments they normally use will be on the first or second page.

Teacher's personal comment bank they may have created in PTG, are NOT available for PTP yet! As of Nov 2016- there is no timeline for when it may be added!

Comment Bank

▶ Filter

Clear

Apply

1-10 of 466 items

	CODE	COMMENT	CATEGORY	FAVORITE ▲
☐	1	Reads fluently above grade level		☒
☐	2	Reads fluently at grade level		☒
☐	22	Does not use time wisely		☒
☐	119	Needs to master addition facts		☒
☐	121	Needs to understand place value		☒
☐	141	Needs to speak only at appropriate times		☒
☐	146	Works well with others		☒
☐	165	Completes tasks on time		☒

Creating an Assignment (and associating Standards) - PTG

Using **PTG** teachers would select the Assignment tab and then the **+** sign, making sure that you are in the correct reporting term. The three tab New Assignment prompt appears below and you complete all of the Assignment fields.

Reporting Term: T3 Mode: Assignments Final Grades Student View

T3 Not Started

Stude...	(T3) Final Grade	A	T
A...	-- n/a	-	-
C...	-- n/a	-	-
C...	-- n/a	-	-
D...	-- n/a	-	-

Summary

Revert Save

New Assignment

Assignment Publish Standards



Name: Sample Abbreviation: Sample

Category: ELD Writing Score Type: Points

Points Possible: 10 Extra Points: 0 Max: 10 Weight: 1.00

Date Due: 08/23/2016 Include in Final Grade: ☐

Description: What ever is enter here can be seen by parents to explain the assignment
+ link

Revert Save

If you want the assignment to count towards the final grade and be seen by parents through the portal, teachers must use the **PUBLISH** tab and select a choice from the drop down.

New Assignment

Assignment Publish Standards



Publish Assignment: ☒ Immediately

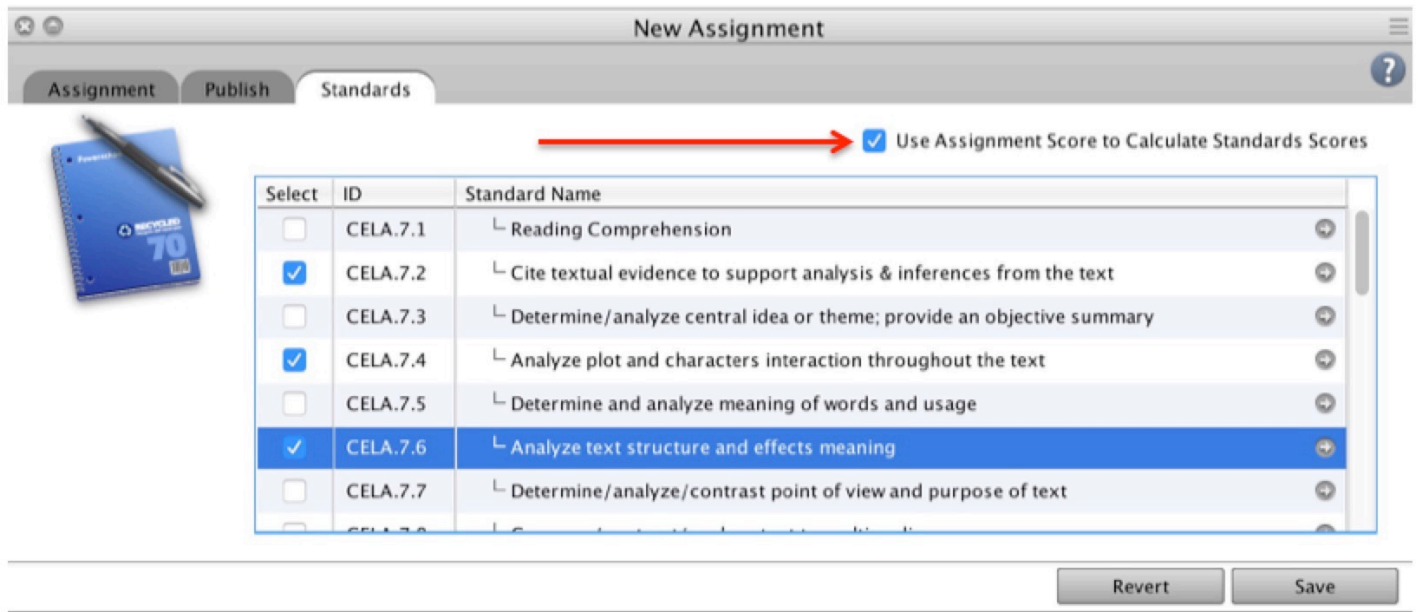
On Date: Days Before Due:

Days Before Due:

Publish Scores: ☒

Revert Save

In **PTG 2.8** - if a teacher wants to associate a standard or standards to an assignment, they select the Standards tab. Please note – only the standards associated to the course the assignment was created in will be available to be √. Remember to save. In this screenshot, it informs the teacher (red arrow) that once assignment is scored, **PTG** will look at the GradeScale values and compare them to the Conversion Scale value to auto calculate the standard scores.

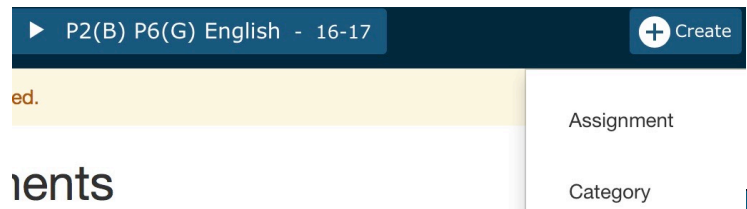


Select	ID	Standard Name
☐	CELA.7.1	Reading Comprehension
☒	CELA.7.2	Cite textual evidence to support analysis & inferences from the text
☐	CELA.7.3	Determine/analyze central idea or theme; provide an objective summary
☒	CELA.7.4	Analyze plot and characters interaction throughout the text
☐	CELA.7.5	Determine and analyze meaning of words and usage
☒	CELA.7.6	Analyze text structure and effects meaning
☐	CELA.7.7	Determine/analyze/contrast point of view and purpose of text

Buttons: Revert, Save

Creating an Assignment (and associating Standards) - PTP

In **PTP** - a teacher can select the **+ Create** link at the top in the black navigation bar. A teacher can create an assignment or a category (more on this later as district categories or the same name will overwrite any school or teacher created categories.

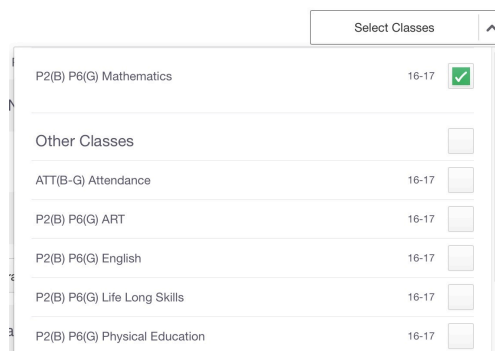


Navigation bar: P2(B) P6(G) English - 16-17, + Create

Dropdown menu: Assignment, Category

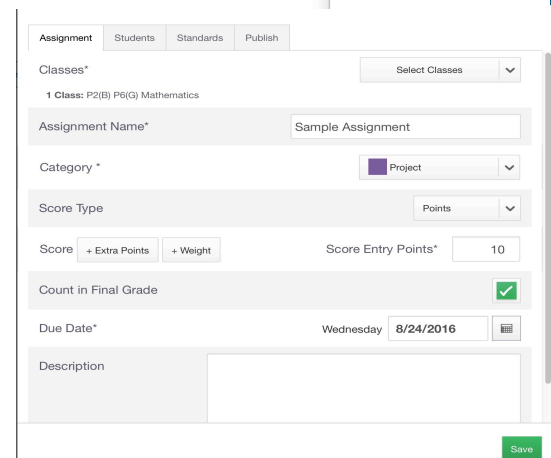
Once you select new assignment, much like in **PTG** you will have to complete that data related to this assignment. Some of these fields are **REQUIRED** and SAVING will be disabled if these fields are not filled in and error messages will be provided.

There is a drop down called **SELECT CLASSES**, which allows teachers to select their class during the creation of the assignment, which is different from **PTG**.



Select Classes

P2(B) P6(G) Mathematics	16-17	☒
Other Classes		☐
ATT(B-G) Attendance	16-17	☐
P2(B) P6(G) ART	16-17	☐
P2(B) P6(G) English	16-17	☐
P2(B) P6(G) Life Long Skills	16-17	☐
P2(B) P6(G) Physical Education	16-17	☐



Assignment Name: Sample Assignment

Category: Project

Score Type: Points

Score Entry Points: 10

Count in Final Grade: ☒

Due Date: Wednesday 8/24/2016

Description: [Empty text area]

Buttons: Save

By default, all assignments are created for all students in that class and most of the time- you could skip this tab. All students will have a $\checkmark$ in the box. However, if you differentiate your instruction, you could create assignments for groups of students or just one. Simply remove the check boxes.

Assignment Students Standards Publish

Classes
1 Class: P2(B) P6(G) Mathematics

Show Selected Students Add/Remove Students

The assignment applies to all students.

STUDENTS (17)

	Am... yton	☒
	Br...	☒
	Bu... a	☒
	Co...	☒

Copying Assignments (10.1.2) are listed below

Once again like PTG, if the assignment is associated to Math Class, math standards appear. Select those that you wish to associate to the assignment (one or many).

Publish – has a drop down much like PTG had.

Assignment Students Standards Publish

Classes
1 Class: P2(B) P6(G) Mathematics

Show Selected Standards Add/Edit Standards

FILTER

MA.2.1 - Operations and Algebraic Thinking	☒
MA.2.2 - Adds and subtracts within 100 to solve one- and two-step word problems.	☒
MA.2.3 - Adds and subtracts within 20.	☐
MA.2.4 - Shows multiplication by using repeated addition & counting by multiples.	☒
MA.2.5 - Number and Operations in Base Ten	☐
MA.2.6 - Understands place value up to three digits.	☐
MA.2.7 - Counts within 1000 including skip counting by 2s, 5s, 10s, and 100s.	☐
MA.2.8 - Uses place value understanding to add and subtract within 100.	☐
MA.2.9 - Measurement and Data	☐

Save

Assignment Students Standards Publish

Publish Assignment

Publish Scores

Immediately

Immediately

On Specific Date

Days Before Due Date

On Due Date

Never

P2(B) P6(G) ART	Wednesday	8/24/2016	
P2(B) P6(G) Life Long Skills	Wednesday	8/24/2016	
P2(B) P6(G) Mathematics	Wednesday	8/24/2016	

If you created an assignment and tied it to multiple courses – each course could have a variable due date. The power of this feature is for a teacher who has multiple sections of the same course and for some or any reason, they could have different due dates! **If you tie standards to an assignment you might not want to attach this assignment to different content courses!**

No handouts can provide you with every question you might have, you need to explore. **PTG** had preferences that you could explore and personalize. Many of those preferences can be found under the Setting gear icon in **PTP**.

A⁺
Grading

Students

Progress

Reports

Settings

Apps

▼ P2(B) P6(G) English

Standards Grades

Calculate standards grades from assignment standards scores.

Default Calculation

Most Recent Scores ▼

Most Recent Scores Calculation

Set how many recent scores to include in the calculation, and their relative weighting.

Number of Scores

3

(33.33%, 33.33%, 33.33%)

Calculating Higher Level Standards

Automatically calculate higher level standards grades from lower level standards grades.

Auto-Calculate

☐

Use This Metric

Mean ▼

► P2(B) P6(G) Life Long Skills

If a teacher wants to auto calculate standard grades from your assignment grades explore Standard Usage below which can be found under the same SETTINGS gear!

A⁺
Grading

Students

Progress

Reports

Settings

Apps

Class Names

Display and Sorting

Period / Day ▼

Traditional Grades

Show Traditional Grades

☐

Standards Usage

Show Standards Pages and Links

☒

Show Standards on Assignments

☒

Auto-Calculate Assignment Standards Scores

New Assignments Start Unchecked

▼

Initial State

Professional Judgment Indicator

☒

 Show on Grading : Standards

☒

 Show on Students : Standards Progress

13

Traditional Grade Calculations –

Under "gear logo" settings – you can find Traditional Grade Calculation. The default setting per term and class is Total Points. You can use the pencil under ACTIONS to change from total points to Category weighting.

Traditional Grade Calculations					Expand All	Collapse All
▼ 1(A) 4 ELA						
REPORTING TERM	FORMULA TYPE		EDIT CALC	EDIT DROPS	ACTIONS	
T1	Total Points	A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.	✓	✓	✎	
T2	Total Points	A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.	✓	✓	✎	
T3	Total Points	A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.	✓	✓	✎	

This is done PER CLASS *or can be set at the district level for all teachers* – change total points to category weighting. The Attributes are the categories you set up as a teacher or the school/district pushed them out to you. See above to create categories!

Currently you can't edit the PERCENT to alter those %'s you need to either add more attributes or experiment with values in the WEIGHT column. Your district might have established values.

In this case below TEST counts 4 TIMES a Quiz, Homework twice as much as an Assignment. This is a demonstration screenshot and doesn't reflect any particular district.

T1 Reporting Term for 1(A) 4 ELA

Formula Drop Low Scores

Calculate Overall Class Grade ☒

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighting	Project	1	11.11%	–
Category Weighting	Quiz	1	11.11%	–
Category Weighting	Test	4	44.44%	–
Category Weighting	Assignment	1	11.11%	–
Category Weighting	Homework	2	22.22%	–

If Standards Type is selected the course level.

Classwork

Project

Quiz

Test

Assignment

Homework

Standard are defined by the administrator at

Lastly you can select the **?** mark on any page in **PTP** to access HELP on the contents of that page! Feel free to explore the navigational tools provided on the left side of the page.

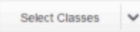
Once you learn something that helped you, please find a way to share that with others in your department, grade level or at a faculty meeting! Build a Powerful PowerSchool Community in your own building/district!

PowerTeacher Pro Help



Create an Assignment

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. Creating assignments before entering scores does not skew how grades are calculated. The final grade that appears next to a student's name on the Scoresheet page reflects only the assignments that you have scored already.

1. Select  and then choose **Assignment**.
2. On the Assignment tab, select the classes for this assignment from the Select Classes menu . Classes will default to match the class or group of classes you have selected, but can be changed as needed.
3. Choose/enter assignment information.
 - Use the Category menu to select a category for the assignment.
 - Use the Score Type menu to select the score type for this assignment. The fields change specific to your selection. See [Score Types](#).
 - To include the assignment in final grade calculations, verify that **Count in Final Grade** is selected.
 - Select the calendar icon to choose a due date for the assignment. If multiple classes have been selected, use the **+Per Class** button to define different due dates for each class, if needed.
 - Description can include detailed information about the category. 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.
4. Select the **Students** tab to choose only specific students for which this assignment applies, if applicable. By default, the assignment will apply to all students in the selected classes.
 - To apply the assignment to just a selection of students, click **Add/Remove Students**. Then clear the checkbox next to the Filter area and check the boxes next to the selected students' names.
5. Select the **Standards** tab to choose standards to apply to the assignment and whether or not they count in standards grades.
 - Select **Show Selected Standards**, and then check **Auto-Calculate Assignment Standards Scores** to automatically calculate standards scores from assignment scores. For more information, see [Auto-Calculate Assignment Standards Scores](#).
 - Select **Add/Edit Standards**, and check the boxes next to the standards you want to associated to this assignment. Use the Filter field to limit the number of standards that appear. Once the standards are filtered, you can use the checkbox next to the Filter field to select those filtered standards.
6. Select the **Publish** tab to set when the assignment will be shared with parents and students on the PowerSchool Student and Parent portal.
 - Use the Publish Assignments menu to choose when the assignments will be published.
 - Select the **Publish Scores** checkbox to share the assignment scores.