



# PowerTeacher Gradebook

## Elementary School - End-of-Term

### End-of-Term

The PowerTeacher Gradebook keeps a Final Grade by term for the teacher as the term progresses for each class section taught. At the end of the term, if the calculated grade is correct for all students the teacher needs to complete the following:

1. The home room teacher needs to select comments for each student through the **Score Inspector** for that term [See *Add Final Grade Comment* section]
2. Click on the "Term In Progress" button to export grades.
3. Print the **Final Grade and Comment Verification Report** [See *Run the Final Grade and Comment Verification Report* section]



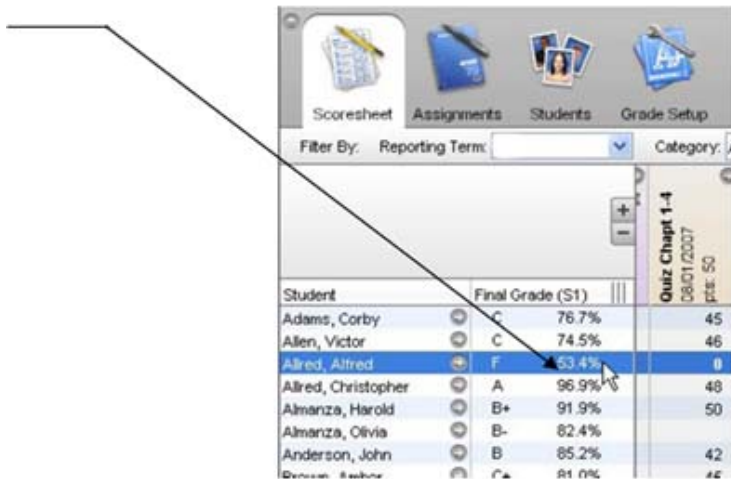
**Note:** It is extremely important for the Grade Setup for EACH term be setup correctly [See *Calculating Final Grades – Setting up Reporting Terms*]

### Manually Override a Single Grade

If the teacher wants to manually adjust the final grade for the report card they will need to do the following:

1. Make sure the correct Final Grade Term is selected for the correct section
2. Right click on the final grade of the student you want to manually override
3. Click on **Show 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.



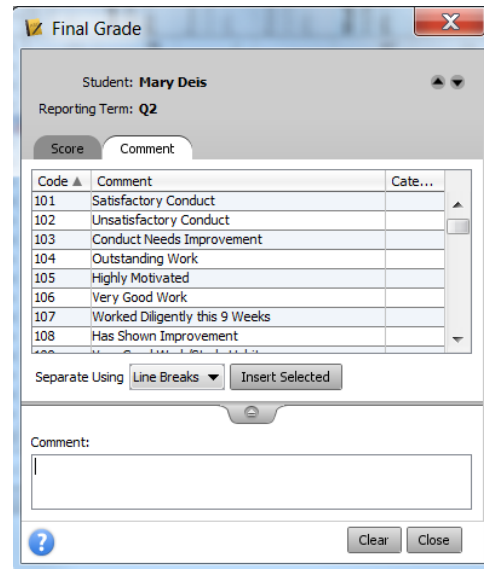
The **Score Inspector** changes depending on the score field you select. For example, when you view the **Score Inspector** for a final grade, the options are different than the Score Inspector for an assignment.

4. You will be able to do several things from this **Score Inspector** screen.



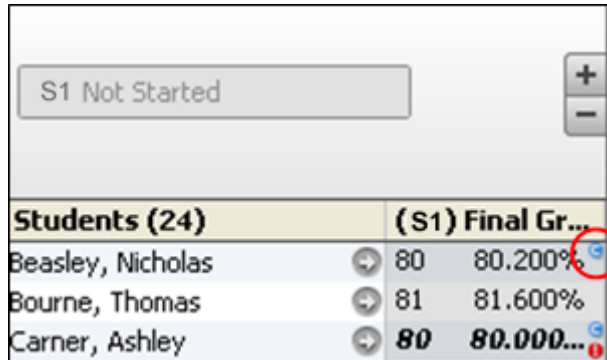
**Note:** When entering comments manually, they should be limited to BLANK characters.

5. Click on the **Comment Tab**



## Add Final Grade Comments

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The **Scoresheet window** appears.
3. **Open the Score Inspector.** The **Score Inspector window** appears. **Note: Yearly grades, Y1 scoresheet will need to be selected for the final grade comments**
4. Select the final grade of the student you want to update. The final grade details appear in the Score Inspector window.
5. Manually enter final grade comments in the **Comment** field and/or click **Comment tab** to select one or more predefined comments.



Students (24)	(S1) Final Gr...
Beasley, Nicholas	80 80.200% <b>C</b>
Bourne, Thomas	81 81.600%
Carner, Ashley	80 80.000... <b>C</b>

**Note:** If using the Comment tab, you can press and hold **CONTROL** to select multiple comments. When you have finished making your selections, click the **Insert Selected** button.

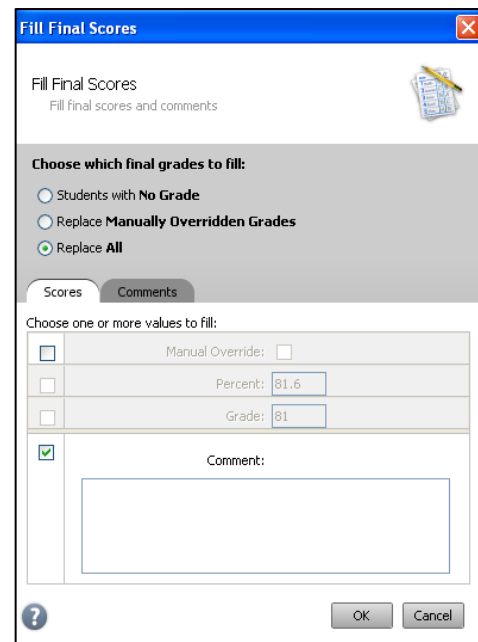
6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
7. Click **Close** on the **Score Inspector** and **Save** on the Scoresheet window. A blue circular “C” appears within the selected student final grade field.

## Fill Final Grade Comment

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 > Fill Scores** or right-click a student average in the Final Grade column and choose **Fill Scores**. The **Fill Final Scores window** appears.
4. Select the **Replace All** radio button and check the **Comment** checkbox.
5. Manually enter final grade comments in the **Comment** field and/or click **Comment tab** to select one or more predefined comments.

**Note:** If using the Comment tab, you can press and hold **CONTROL** to select multiple comments. When you have finished making your selections, click **Insert Selected** button.

6. Click **Ok** on the **Fill Final Scores** window and **Save** on the Scoresheet window. A blue circular “C” appears within the selected student final grade field.



**Fill Final Scores**

Fill Final Scores  
Fill final scores and comments

**Choose which final grades to fill:**

Students with No Grade

Replace Manually Overridden Grades

Replace All

Scores    Comments

Choose one or more values to fill:

Manual Override:

Percent: 81.6

Grade: 81

Comment:

OK    Cancel

## Calculating Final Grades – Setting up Reporting Terms

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

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

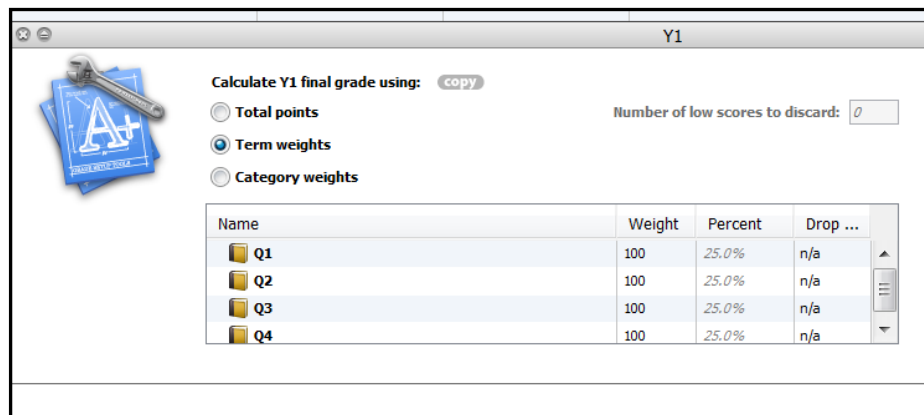
Category weight method calculates final grades based on total points times the value (or weight) of each category or assignment.

### Calculating Final Grades

1. Select a class from the **Classes** pane.
2. Click the **Grade Setup** tab. The **Grade Setup** window appears.
3. Click on the name of the reporting term you want to set up final grade calculations for.

**Note: Calculating Final Grade Using** options are based on the selected reporting term. You WILL NEED to complete this set up for EACH CLASS and EVERY REPORTING TERM.

4. Select the following for each reporting term:
  - a. Calculate Y1 (Year) final grade using **Term Weights**



Calculate Y1 final grade using: **copy**

Total points  
 **Term weights**  
 Category weights

Number of low scores to discard:

Name	Weight	Percent	Drop ...
Q1	100	25.0%	n/a
Q2	100	25.0%	n/a
Q3	100	25.0%	n/a
Q4	100	25.0%	n/a

- b. Calculate Q1 (First Nine Weeks), Q2 (Second Nine Weeks), Q3 (Third Nine Weeks), and Q4 (Fourth Nine Weeks) final grade using **Category Weights**.



**Note:** Click the add category **plus (+)** sign to add General and Homework. Also, change the **Weight** as follows: General = 90, Homework = 10.

Calculate Q1 final grade using:

Total points      Number of low scores to discard:

Term weights

Category weights

▲	Name	Weight	Percent	Drop Low
	General	90	90.0%	0
	Homework	10	10.0%	0

**Remember:** You **MUST** set up **EACH CLASS** for **EVERY TERM**.

## Run the Final Grade and Comment Verification Report

Run the Final Grade and Comment Verification report to generate a list of final grades and comments by reporting term.

1. Select a class from the **Classes pane**.
2. Click the **Reports** tab. The **Reports window** appears.
3. Click **Final Grade and Comment Verification** report. The **Final Grade and Comment Verification window** appears.
4. To use the default report settings, skip to Step 5. Otherwise, **enter the required information**.
5. Click **Run Report**. The **Report Complete** window appears.
6. Select one of the following options:
  - a. Open Report
  - b. Save Report – if you choose to save the report you will be asked for a save location. Reports are saved as pdf files.
7. Click **OK**.