PowerGrade User Guide

PowerSchool
Student Information System

Document Properties

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Please send comments, suggestions, or requests for this document to **manuals@powerschool.com**. Your feedback is appreciated.

Contents

Introduction

PowerGrade is the software employed by teachers at schools that use PowerSchool Student Information System (SIS). PowerGrade is a full-featured grade-keeping application used to record, report, and modify grades, attendance, and other related information.

PowerGrade sends grades, attendance, and assignment scores over a network to the PowerSchool server at your school. Teachers never need to export data or do anything manually to send information to PowerSchool. The PowerGrade information is sent automatically to the PowerSchool system whenever a teacher saves the information and connects to his or her school's network. There is nothing else the teacher must do for the data to be stored in the PowerSchool system.

PowerSchool manages the data entered by school administrators and by some teachers, and is the repository for PowerGrade information. PowerSchool receives the information from PowerGrade and stores it for daily administration and management.

PowerGrade Help

PowerGrade is a user-friendly system, but there will undoubtedly be times when you need assistance. When working in PowerGrade, click the Help icon, which looks like a question mark, to display context-specific help. The help appears in a web browser. There, you can click the A-Z Index tab for an alphabetical list of topics or Topic Index for a list of topics organized by subject. PowerGrade Help is updated

In addition to PowerGrade Help, there are other resources you can use to find answers to your questions.

Guide

Though it is not updated as frequently as PowerGrade Help, a print-ready version of PowerGrade Help, called the "PowerGrade User Guide," is available from the PowerSchool Customer Support web site at **https://www.powerschool.com/support/documentation/userguides/**. This URL is case-sensitive. You need Adobe Acrobat Reader to view the "PowerGrade User

Note: You need a username and password to view anything on the PowerSchool Customer Support web site. Contact your PowerSchool administrator for access.

At this web site, you will also find the "PowerGrade Quick Reference Card," which lists tips, tricks, and shortcuts for PowerGrade's most frequently used features, including attendance, assignment categories, assignments, reports, and shortcuts. You might want to keep a copy of the quick reference card near the workstation where you use PowerGrade.

Additional Help

See the following sections for additional help:

- "**Frequently Asked Questions**"
- "**Troubleshoot PowerGrade**"

- "**Glossary**"

Email

Ask your question by sending an email message to: **support@powerschool.com**.

Who Develops PowerGrade?

PowerSchool, a division of Apple Computer, Inc., develops PowerGrade and PowerSchool Student Information System (SIS). PowerSchool is a web-based student information system that tracks student records and progress. School administrators and teachers enter data into PowerSchool, and the system stores it. Parents can monitor their child's progress and learn about school activities through PowerSchool.

PowerSchool manages many types of information, including grades, attendance records, school schedules, class schedules, daily bulletins, lunch balances, and citizenship and student schedules. Access all of this information through a web browser.

How are PowerGrade and PowerSchool Related?

It is important to understand that PowerGrade and PowerSchool are not the same application. Teachers use PowerGrade to record grades and take attendance. The data in PowerGrade is automatically sent to the PowerSchool server whenever a teacher saves the information. The teacher does not need to do anything else for the data to store on that server.

PowerSchool is a server that manages the data entered by school administrators and teachers. Think of it as a parent to PowerGrade. PowerSchool receives the information from PowerGrade and stores it for daily administration and management.

Parents can log in to PowerSchool to check their child's progress. PowerSchool sends class rosters to teachers through PowerGrade at the beginning of each term and notifies them when a student is added to a class. Teachers that use PowerGrade may not need to use the PowerSchool server, except to automatically transfer information.

PowerGrade Features

Use PowerGrade on any operating system, including Mac OS X. Modify information in PowerGrade using the following PowerGrade features.

Grades and Assignments

- Unlimited class sizes and number of assignments
- Final grades based on weighted percentages or total points
- Fully definable grade scale and grade symbols
- Scores recorded as numerical or letter grades, or marked as exempt or unrecorded

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Introduction

- Ability to drop any number of low scores from any category of assignments
- Easy recording of extra credit assignments

Attendance

- Drag-and-drop seating chart
- Full-featured attendance keeping
- Ability to generate progress reports of cumulative student grades at any time

Reports

- View and print reports.
- Copy student names, scores, and grades from PowerGrade to word processors and spreadsheets.
- Name and define your own reports; PowerGrade remembers exactly how you want your reports so you do not have to recreate them.
- Export names, IDs, scores, grades, and reports to a text file that is easy to import into standard spreadsheet and word processing applications.

Automation

- Automatically self-updates with each new version of PowerGrade.
- No time-consuming reentry of data for class rosters, attendance codes, and student information
- Automatic and transparent uploading of attendance, grades, citizenship, and other student information to the PowerSchool server
- Automatic backup of all data to the PowerSchool server
- Automatic delivery of grades, attendance, citizenship, and other student information to administrators and parents via the PowerSchool server

Installation

Install PowerGrade if you do not already have it installed on your computer or if you want to load the application on a different or remote computer. If you do not know if the application has been installed on your computer, contact your PowerSchool administrator.

Installing PowerGrade is not necessarily complicated, but you should read the instructions for your computer before starting. If you are not comfortable using computers, contact your PowerSchool administrator. Everyone installing PowerGrade must verify system requirements and download the application from the PowerSchool web site. After installation, complete all steps in the setup process.

System Requirements

Before installing PowerGrade, verify that your computer meets the minimum system requirements. If you are not sure about your computer's capabilities, contact your PowerSchool administrator.

PowerGrade Requirements

Since PowerGrade performance is directly affected by the performance of the workstation, users should use the following workstation configuration to ensure the best possible performance during data entry and analysis activities.

Macintosh PowerGrade Requirements

Minimum:	Optimum:
PowerPC G3	PowerPC G4 400+MHz
64 MB RAM	128 MB RAM (Mac OSX – 256 MB RAM)
50 MB available disk space	50 MB available disk space
Mac OS 8.6, Mac OS 9.2.2, Mac OS X v10.2.8	Mac OS X v10.2.8 or later
Connection to PowerSchool server	Connection to PowerSchool server

Windows PowerGrade Requirements

Minimum:	Optimum:
Pentium	Pentium IV
32 MB RAM (Windows 2000/XP—128MB)	128 MB RAM (Windows 2000/XP—128MB)
50 MB available disk space	50 MB available disk space
Windows 98	Windows 2000, XP
Connection to PowerSchool server	Connection to PowerSchool server

Download PowerGrade

When you install PowerGrade, all the necessary files download to your local computer from either the PowerSchool web site or PowerSchool Teacher. All users must complete one of the following procedures.

Before downloading PowerGrade, make sure you have the minimum system requirements. For more information, see the section "**System Requirements**."

How to Download PowerGrade from the Web

To download PowerGrade from the PowerSchool web site, you must have a username and password. Contact your PowerSchool administrator for this information.

1. Open your web browser to
   http://www.powerschool.com/admin/tech/powergradedownload.html.

2. On the Download page, click the appropriate PowerGrade version for your operating system:

   - Mac OS 9

- Mac OS X
- Windows

3. The Download Manager appears as the PowerGrade Installer is downloaded to your desktop.

How to Download PowerGrade from PowerSchool Teacher

To download PowerGrade from PowerSchool Teacher, you must have a username and password, and you must know the address of PowerSchool Teacher on your PowerSchool server. Contact your PowerSchool administrator for this information.

1. Open PowerSchool Teacher. For more information, see the section "**How to Launch PowerSchool Teacher**."

2. On the PowerSchool Teacher start page, choose PowerGrade from the main menu.

3. On the Download page, click the link of the appropriate PowerGrade file. PowerGrade saves to a location on your computer.

How to Launch PowerSchool Teacher

Open PowerSchool Teacher using the PowerSchool Teacher URL for your school, or launch PowerSchool Teacher directly from PowerGrade.

To launch PowerSchool Teacher from PowerGrade, choose Utilities > Launch PowerSchool Teacher. The web browser displays the PowerSchool Teacher login page.

Install PowerGrade

Install the files that you downloaded from the web using the procedure "**Download PowerGrade**." Complete the instructions for your specific type of computer.

How to Install PowerGrade for Macintosh

If you are using a Macintosh operating system, a file named after the current version of PowerGrade saves to your computer during the download. Use the following procedures to install PowerGrade.

Note: You may need to un-stuff the downloaded file before opening the PowerGrade setup file.

1. If you downloaded an installer file, double-click the PowerGrade installer file. Otherwise, skip to Step 3.

PowerGrade Installer

Note: If prompted, select the option to install a new instance of PowerGrade or update a prior version.

2. Click Install. PowerGrade installs to the specified location.

Note: If you update a prior version of PowerGrade, click OK to allow PowerGrade to search for earlier versions.

3. Double-click the PowerGrade setup file at the specified location, such as PowerGrade or "pg4.comp," if necessary. If you do not already have a data file, the Open Data File dialog appears. If you already have a data file, you can begin using PowerGrade.
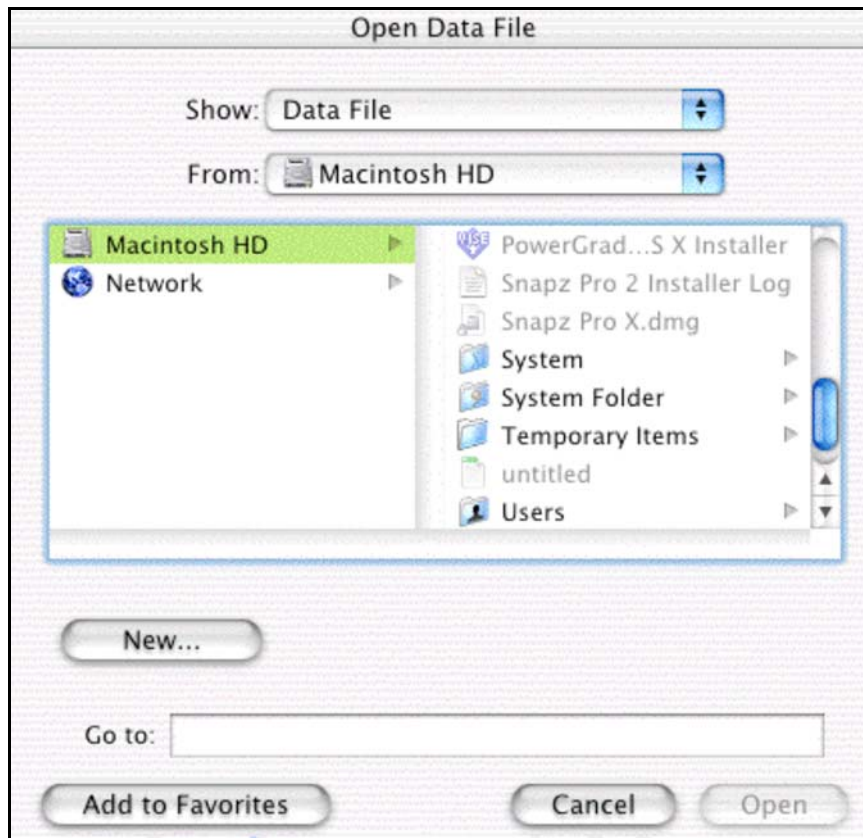
4. Click New to open a new data file or locate and select an existing data file. If selecting an existing data file, continue to the section "**Set Up PowerGrade**." The "Create a data file?" dialog appears.
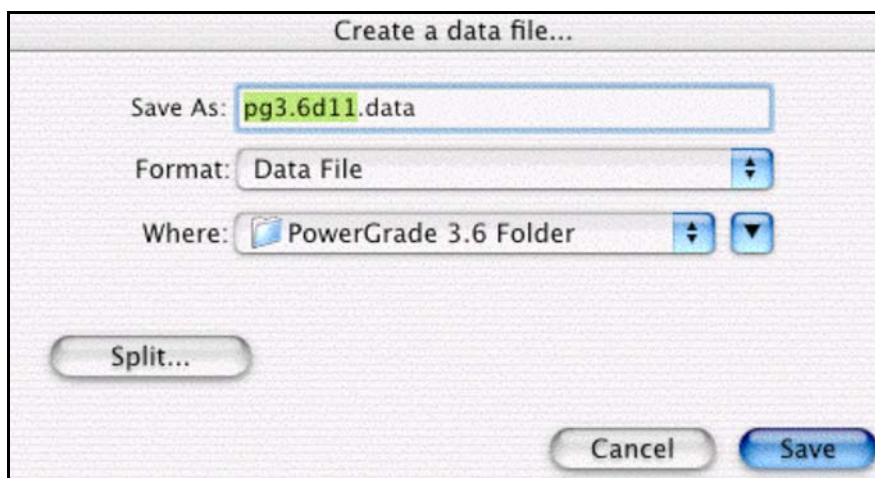
5. Enter the data file that stores grades, such as grades.data, grades99-00.data, or mygrades.data.

6. Click Save. The PowerGrade installation is complete. Continue to the section "**Set Up PowerGrade**."

How to Install PowerGrade for Windows

If you are using a Windows operating system, a file named "Setup.exe" downloads to your computer. Use the following procedures to install PowerGrade on your PC.

Note: Search for the setup file if you cannot locate it on the desktop.

1. On the desktop or other location specified when downloading, open the PowerGrade installation file, which ends with ".exe". The PowerGrade Setup program starts.

Note: If any other applications are open, close them if instructed to do so and continue the installation process.

2. Click Next. The Choose Destination Location dialog appears.
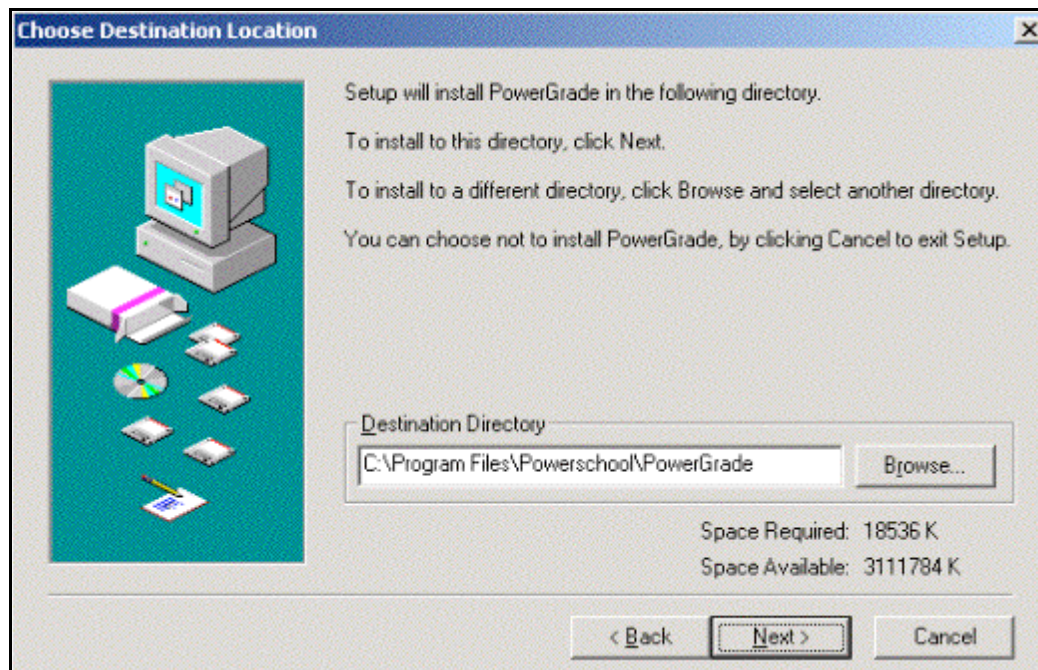
Note: To install the software to another directory, click Browse and select it. In either case, make a note of the directory.

3. Click Next. The Ready To Install dialog appears.
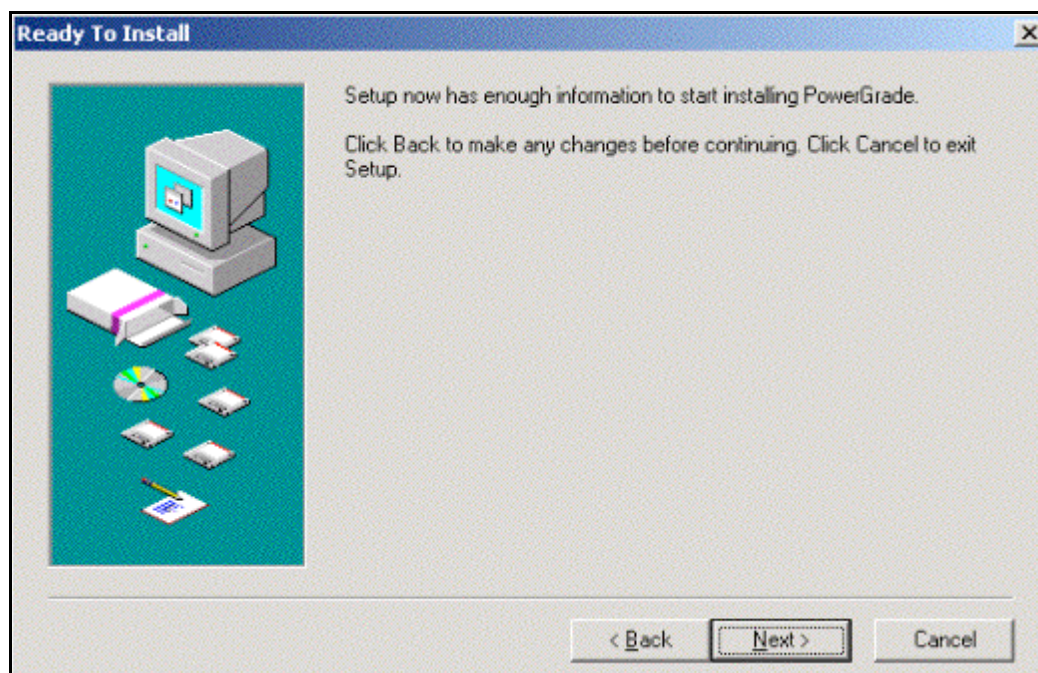
4. Click Next. The setup program finishes the installation process. The Finished dialog appears.
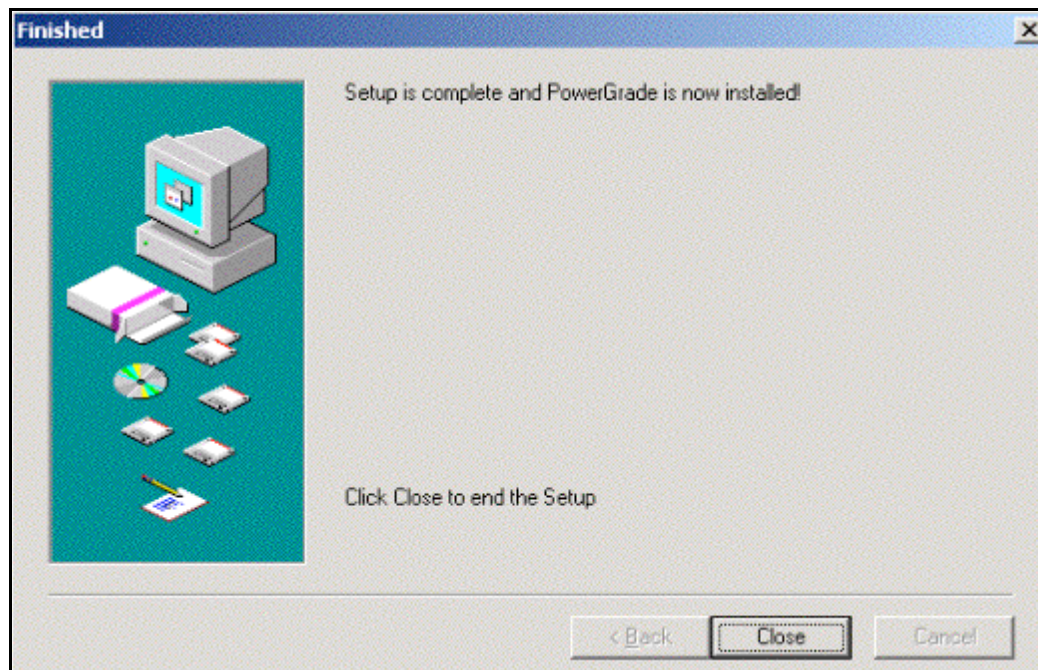
5. Click Close.

6. Click Start in the lower left corner of the desktop.

7. Choose Programs > PowerGrade > PowerGrade. If you are installing PowerGrade for the first time or if you do not have a data file, the Open dialog appears. If PowerGrade found a data file, you can begin using PowerGrade.
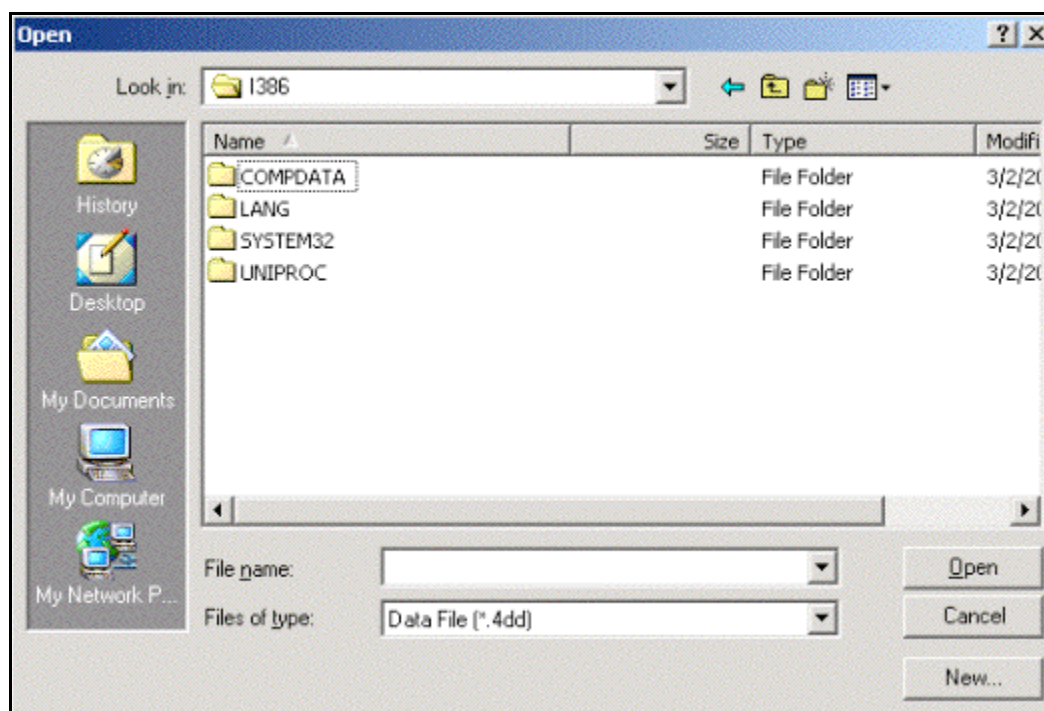
8. Click "New?" to open a new data file or locate and select an existing one. If selecting an existing data file, continue to the section "**Set Up PowerGrade**." If creating a new data file, the "Create a data file?" dialog appears.
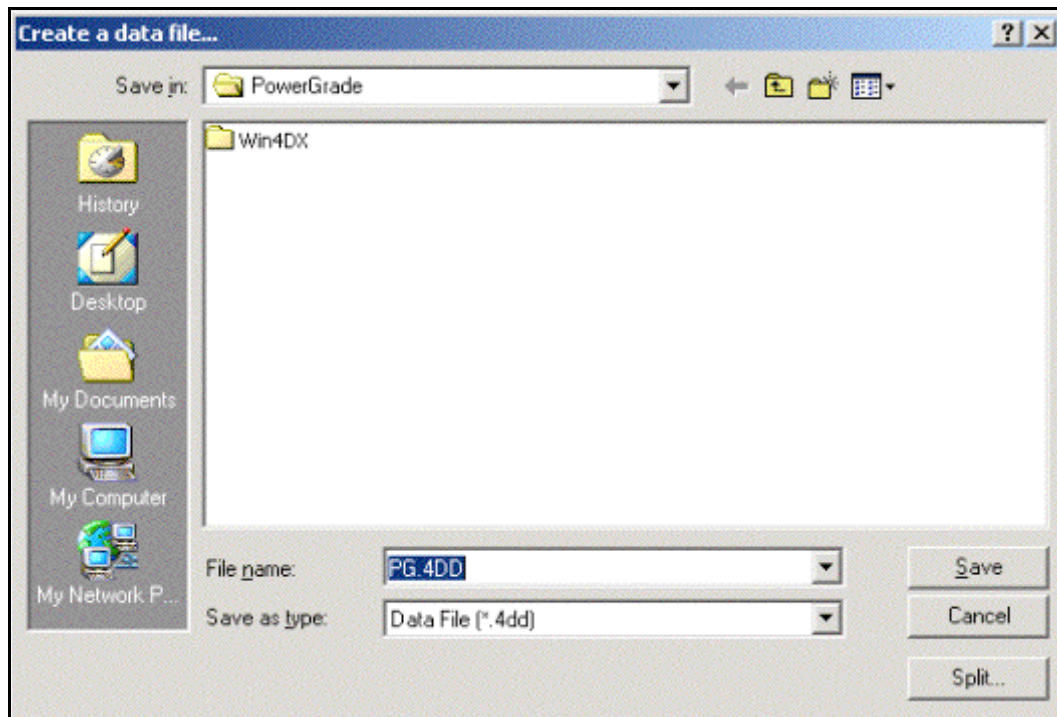
9. Enter the data file name that stores grades, such as grades.data, grades99-00.data, or mygrades.data.

10. Click Save. The PowerGrade installation is complete. Continue to the section "**Set Up PowerGrade**."

Set Up PowerGrade

Use these instructions to set up PowerGrade at your workstation. All users must complete this procedure after completing the procedure "**Install PowerGrade**."

How to Set Up the Workstation

After you install PowerGrade and start the application for the first time, you need to configure it.

1. In the Step 1 PowerGrade Setup dialog, enter the PowerSchool server IP address for your school.

    Note: If you do not know the IP address of your server, contact your PowerSchool administrator. Without this information, PowerGrade cannot communicate with the PowerSchool server.
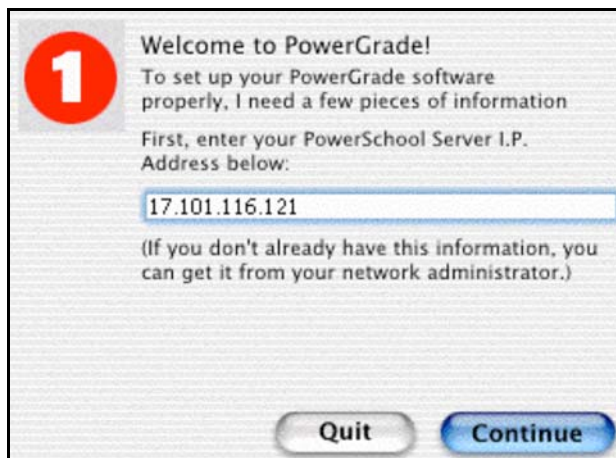
2. Click Continue. The "Select a School" dialog appears if more than one school uses your server. If the dialog does not appear, skip to Step 4.
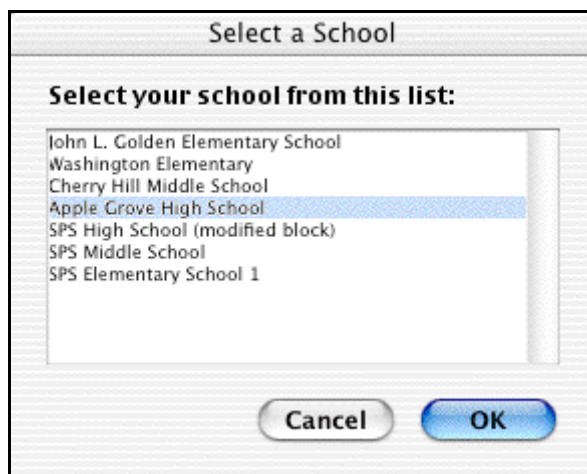
3. Click OK. The "Select a School Year " dialog appears if more than one school year exists on your server. If the dialog does not appear, skip to Step 5.
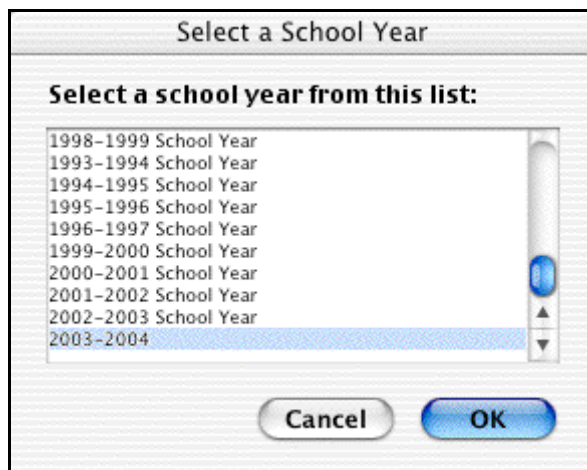
4. Click OK. The Step 2 PowerGrade Setup dialog appears.
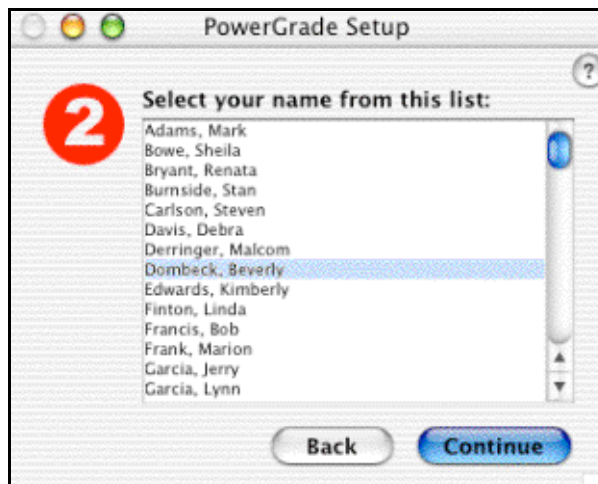
5. Click your name on the list.

6. Click Continue. The Step 3 PowerGrade Setup dialog appears.
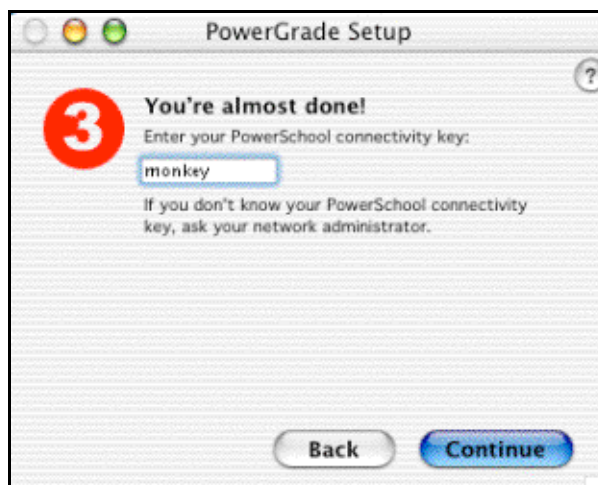
7. Enter the PowerSchool connectivity key given to you by your PowerSchool administrator.

   Note: This is not the same as the PowerGrade password. If you do not know your PowerGrade connectivity key, contact your PowerSchool administrator.

8. Click Continue. A message indicates that PowerGrade is communicating with the PowerSchool server. The class rosters, schedules, and other information download from the server.

9. Click OK when your classes become available.
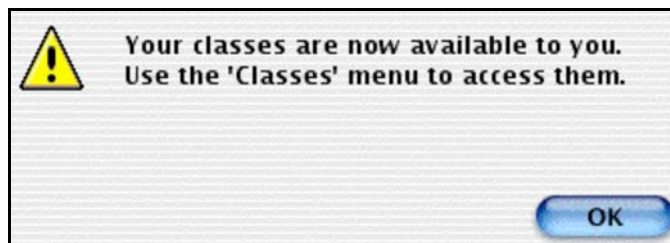
Preferences

Set preferences to customize PowerGrade to your own needs. You can do this as often as you wish. It is not necessary for a class to be open when you set preferences. Preferences concern your data file, not specific classes. Use the Preferences icon, or navigate through the File menu to access the preference options.

See the following sections to set all preference options:

- "**General Preferences**"

- "**Display Preferences**"

- "**Scores Preferences**"

- "**Notification Preferences**"

- "**PowerSchool Preferences**"

- "**Attendance Preferences**"

Note: Setting preferences are optional. Complete all, none, or any combination of the related procedures.

How to View Preferences

Choose File > Preferences. Alternatively, click the Preferences icon when you have a class opened. The Preferences dialog appears.
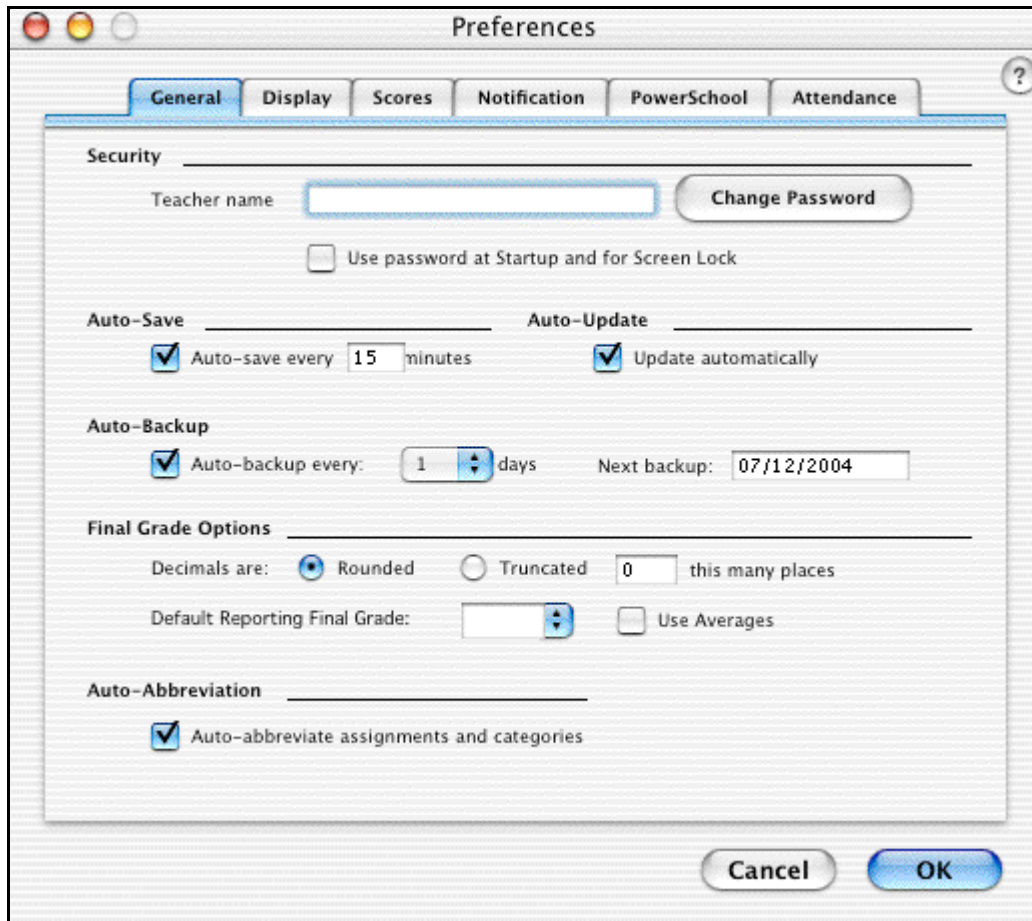
General Preferences

Define general preference settings on the General tab. For example, you can change your password or determine the number of decimals used for your grades.

How to Define General Preferences

1. Choose File > Preferences.

2. In the Preferences dialog, click the General tab, if necessary. The general preferences appear.

3. Use the following table to enter information in the fields:

Field	Description
Teacher name	Enter your name as you would like it to appear on reports.
Use password at Startup and for Screen Lock	Select this checkbox to have PowerGrade ask for a password each time the application starts. This security measure prevents a student or anyone else from accessing the confidential information stored in PowerGrade. **Note:** You must select this checkbox if you want to use the Lock PowerGrade function. For more information, see the section "**Lock PowerGrade**."
Change Password	Click to change the PowerGrade password. **Note:** After setting a password, the system prompts you to enter it each time you open PowerGrade. Be sure to select a password that is easy to remember. If you forget your password, contact your PowerSchool administrator.
Auto-Save	Select this checkbox if you want the system to save a copy of your work to your local computer and another copy to the

Field	Description
	your work to your local computer and another copy to the PowerSchool server at specified intervals.
	This option guards against power surges or other interruptions that may keep you from saving your work.
	Enter the number of minutes between auto-saves.
	Note: The smaller the number of minutes, the more often PowerGrade auto-saves your work. The more often you save, the slower the application runs. Every 10 or 15 minutes is the recommended setting.
Auto-Update	Select this checkbox to have PowerGrade update itself automatically as new versions are released.
Auto-Backup	Select this checkbox if you want the system to back up a copy of your work to the PowerSchool server at specified intervals.
	Use this option to restore your data file, in case you accidentally delete it or it becomes corrupted.
	Choose the number of days between auto-backups from the pop-up menu. The date of the next backup appears in the "Next backup" field.
	Note: The smaller the number of days, the more often PowerGrade automatically backs up your work. Every day is the recommended setting.
Final Grade Options	Select an option for rounding or truncating decimals in final grades: • Rounded: Rounds the number up or down to the nearest decimal point specified. • Truncated: Cuts off the number at the specified number of places after the decimal. Enter the number of digits to display after each decimal point.
Default Reporting Final Grade	Use the pop-up menu to choose a reporting grade to use as the default in all reports where an asterisk (*) is specified as the final grade. Select the Use Average checkbox to use score averages in place of percentages for final grades.
Auto-Abbreviation	Select this checkbox to automatically abbreviate the names of assignments and categories you create. For example, if you enter a test as Quarter 1 Final Examination, PowerGrade automatically enters QTR 1 FIN. E in the abbreviation box on the category/assignment setup window.

PowerSchool

4. Click OK to save your general preferences.

   Note: Currently "Attendance by Meeting" is unavailable.

Display Preferences

Use the Display tab to define how you want information to appear in PowerGrade.

How to Define Display Preferences

1. Choose File > Preferences.
2. In the Preferences dialog, click the Display tab. The Display preferences appear.
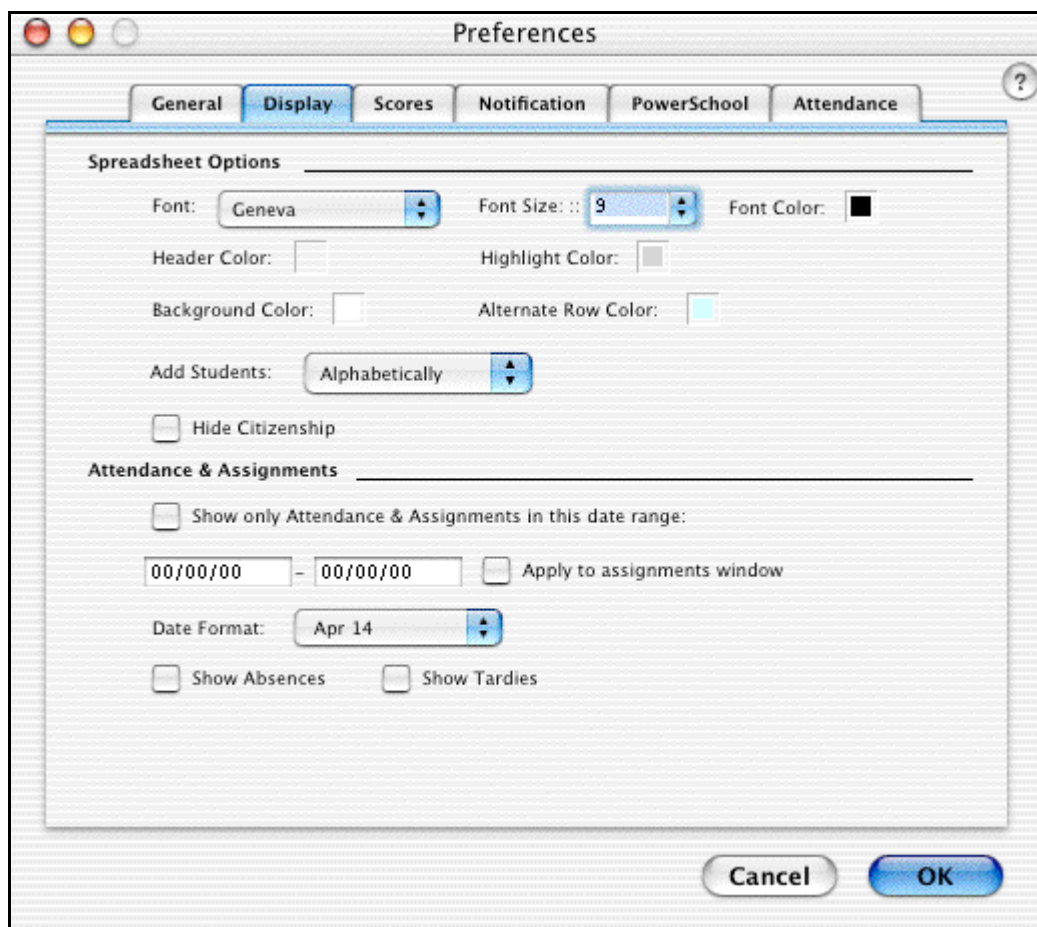
3. Use the following table to enter information in the Spreadsheet Options section:

Field	Description
Font	Use the pop-up menu to select the font you want to display in PowerGrade. Choose the font and font size from the pop-up menus to indicate the font used to write assignments and

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Field	Description
	student names.
Font Size	Use the pop-up menu to choose the font size you want to appear in PowerGrade.
Font Color	Select the font color you want from the color palette.
Header Color	Select the color you want for report headers from the color palette.
Highlight Color	Select the color you want for highlighting selections from the color palette.
Background Color	Select the color you want for the page background from the color palette.
Alternate Row Color	Select the color you want for distinguishing different rows from the color palette.
Add Students	Use the pop-up menu at the "Add students" field to choose how you would like new students added to your class rosters: • Alphabetically • "At the End of Roster" PowerSchool notifies you when a student is added to your class list. After the system adds the student to the class, a notification appears on your page when you log in to the system.
Hide Citizenship	Select this checkbox to hide student citizenship information in PowerGrade.

4. Use the following table to enter information in the Attendance & Assignments section:

Field	Description
Show only Attendance & Assignments in this date range	Select this checkbox to display attendance and assignments in the specified date range. Then, enter the date range.
Apply to assignments window	Select this checkbox if you want the Assignments window to display only assignments in the date range you selected.
Date format	Use the pop-up menu to choose the date format, such as "Month dd" or "mm/dd."
Show Absences	Select this checkbox to include absent totals for each student displayed in PowerGrade.
Show Tardies	Select this checkbox to include tardy totals for each student displayed in PowerGrade.

5. Click OK to save your display preferences.
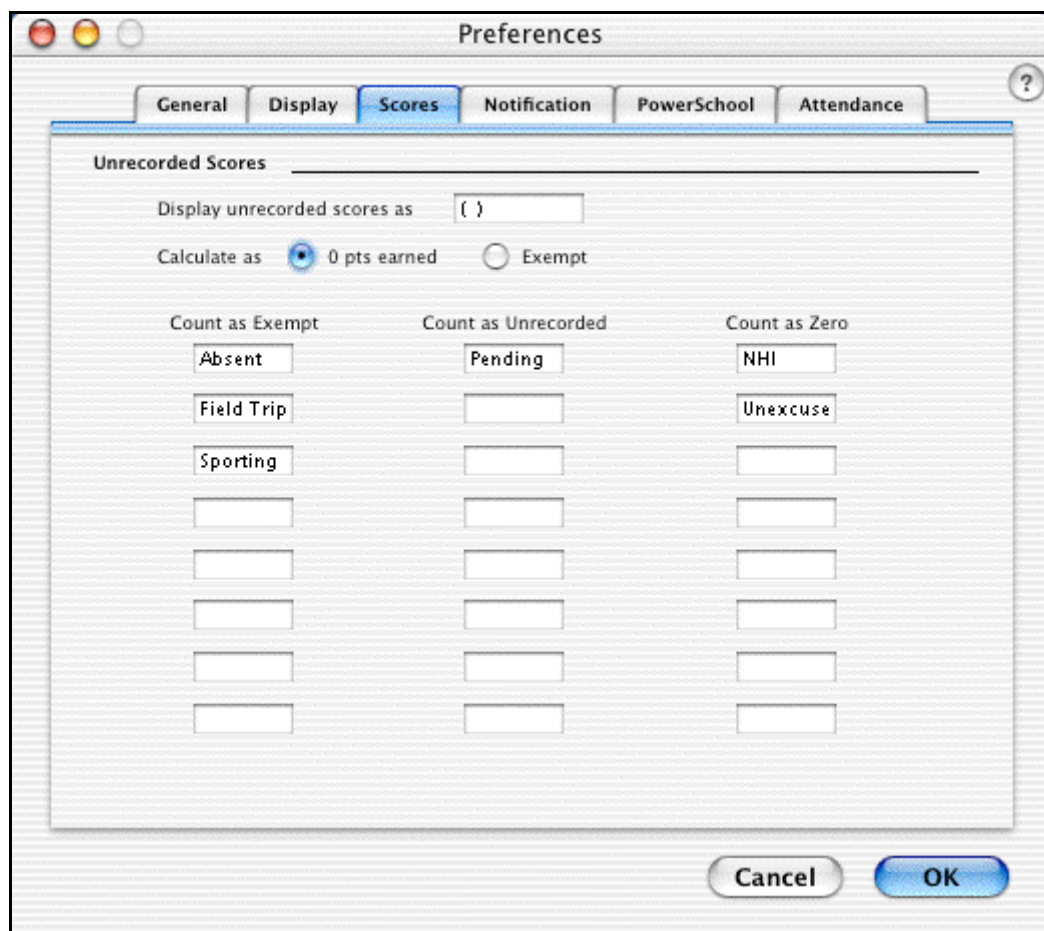
Scores Preferences

Define your scores preference settings on the Scores tab.

How to Define Scores Preferences

Note: The following preference settings are not case-sensitive.

1. Choose File > Preferences.
2. In the Preferences dialog, click the Scores tab. The Scores tab appears.

3. Use the following table to enter information in the fields.

   Note: Administrators and parents can view the following codes; therefore, you are encouraged to make them descriptive.

Field	Description
Display unrecorded	Enter the character(s) used to represent unrecorded scores on

Field	Description
scores as	the spreadsheet.
	By default, PowerGrade displays unrecorded scores as "( )". You can change the default setting to customize your display. For example, use XX or ** to represent unrecorded scores.
Calculate as	Select an option to indicate how unrecorded scores will calculate:
	• If you select to calculate unrecorded scores as "0 points earned," the assignment counts against any students who do not have a grade for it. This occurs after you begin recording scores for students who have completed the assignment.
	• If you select Exempt, the missing scores do not count against students who have not yet completed the assignment. Therefore, you can set up your assignments in advance, and unassigned work does not count against students.
Count as Exempt	Using text or other characters, enter a code to indicate how exempt scores appear on the spreadsheet. Common examples are Excused or Sick. You can enter multiple codes.
Count as Unrecorded	Using text or other characters, enter a code to indicate how unrecorded scores appear on the spreadsheet.
	Scores marked with this code do not count against a student's final grade. Common examples are Late or Sick. You can enter multiple codes.
	Note: PowerGrade's default code for unrecorded scores is "u" or "un". Any codes entered here supplement the default codes.
Count as Zero	Using text or other characters, enter a code to describe why a student received zero points on an assignment. Common examples are Cheat, Absent, or NHI (Not Handed In). PowerGrade calculates the code as zero on the final grade. You can enter multiple codes.
	Note: When inserting scores on the spreadsheet, enter = followed by any of these codes. PowerGrade calculates scores in the final grade based on your preferences.

4. Click OK to save your scores preferences.

Notification Preferences

Use the settings on the Notification tab to customize PowerGrade notifications. For example, set preferences to have the system notify you before overwriting a grade.

PowerSchool

How to Define Notification Preferences

1. Choose File > Preferences.
2. In the Preferences dialog, click the Notification tab. The Notification tab appears.
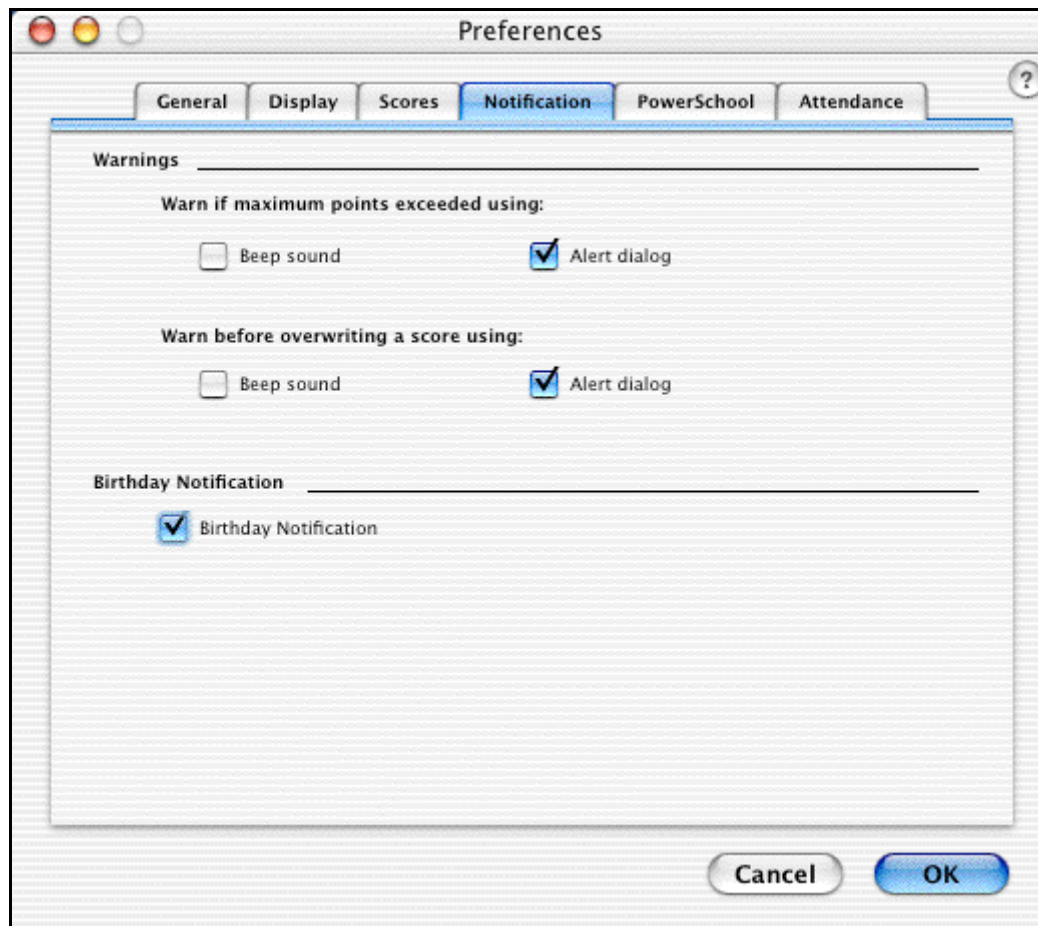
3. Use the following table to enter information in the fields:

Field	Description
Warn if maximum points exceeded using	Select any combination of the following checkboxes to indicate if and how you want the system to warn you if the student's maximum points possible are exceeded: • "Beep sound" • "Alert dialog"
Warn before overwriting a score using	Select any combination of the following checkboxes to indicate if and how you want the system to warn you before overwriting a score: • "Beep sound" • "Alert dialog"

Field	Description
Birthday Notification	Select this checkbox to receive birthday notifications. Each time you open PowerGrade, it notifies you of any birthdays occurring within two days of the current date.

4. Click OK to save your notification preferences.

PowerSchool Preferences

The PowerSchool tab provides important information about your local copy of PowerGrade. Before changing any of the data on this tab, contact your PowerSchool administrator. If you edit any of the information, you run the risk of disabling your PowerGrade account.

How to View PowerSchool Preferences

1. Choose File > Preferences.

2. In the Preferences dialog, click the PowerSchool tab. The PowerSchool tab appears.
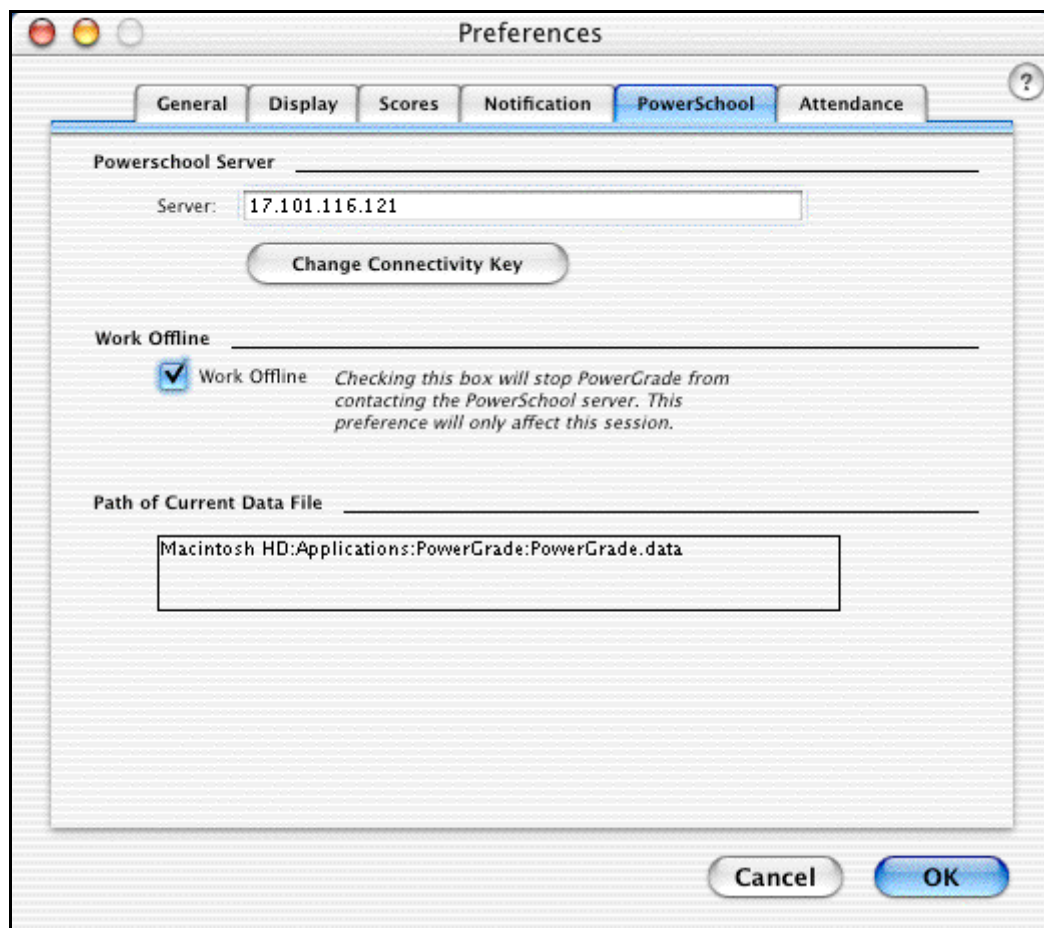
3. Use the following table to enter information in the fields.

Note: Make changes to the network settings on the PowerSchool tab only under the direction of your PowerSchool administrator.

Field	Description
Server	The server IP address displays. This address tells PowerGrade which server at the school sends updated class information to the workstation and where to send grades after they are entered.
	The IP address field is automatically populated when you set up PowerGrade.
Change Connectivity Key	The connectivity key communicates with the PowerSchool server. It prevents those without proper authorization from downloading your classes from the server and making changes to items such as grades and attendance.
	It is important to understand that this password is not the same as the one created on the General tab of the Preferences dialog. Setting a PowerGrade password on the General tab opens the PowerGrade application on your local computer.
	The connectivity key on this tab is defined on the server and allows PowerGrade to communicate with the PowerSchool server. If your school's PowerSchool administrator did not assign you a connectivity key, leave this field blank. If you were assigned a new connectivity key, click Change Connectivity Key and enter the new key.
	In summary, the PowerGrade password opens PowerGrade. The PowerGrade connectivity key allows PowerSchool and PowerGrade to communicate. For more information on the relationship between PowerSchool and PowerGrade, see the section "**How are PowerGrade and PowerSchool Related?**"
Work Offline	Select this checkbox when you want to work offline without communicating with the PowerSchool server. When you select this checkbox, the entries for that PowerGrade session store on your local computer only; they are not sent to the PowerSchool server. This option allows you to work remotely without the computer trying to reach the PowerSchool server.
	Selecting this checkbox affects only your current session of PowerGrade. The next time you log in, the system automatically deselects this checkbox, and you communicate with the PowerSchool server again. The offline entries automatically upload to the PowerSchool server.
	If you work offline on a different computer, remember to take a copy of your edited data file back to school to replace the file on the school computer. For more information about working

Field	Description
	offline, see the section "**Frequently Asked Questions**."
Path of Current Data File	Information about your data file and its location on your computer appear. The data file stores your preferences and records on assignments and students. The Data File field records important information about your data file. More importantly, this field also tells PowerGrade where to look for your data file. If you change this field and do not move your data file to the new location, PowerGrade is unable to find it. In that case, an error message appears when you try to open PowerGrade.

4. Click OK to save your PowerSchool preferences.

Attendance Preferences

Use the Attendance tab to define how you want attendance-related information to appear in PowerGrade.

How to Define Attendance Preferences

1. Choose File > Preferences.

2. In the Preferences dialog, click the Attendance tab. The Attendance preferences appear.

3. Use the following table to enter information in the fields:

Field	Description
Select the Attendance Mode	Available in a future release.
[Classes]	Spreadsheet displays all of your classes. The following information appears for each class: term, schedule expression, section number, and attendance mode. **Note:** If your school uses more than one attendance mode, an arrow appears. You can click the arrow to select a different attendance mode from the pop-up menu. The attendance mode you select becomes the default setting for the attendance page accessible via Class Selection > Windows > Take Attendance (or Attendance icon).
Current Day Background Color	Use to select the color you want the current day cells to appear on the attendance page.
Non-selectable Cell	Use to select the color you want non-selectable cells to appear

Field	Description
Background Color	on the attendance page.

4. Click OK to save your display preferences.

Shut Down PowerGrade

Use the following procedures to shut down your session of PowerGrade. Shutting down PowerGrade saves information, creates a backup, and quits the open session.

How to Shut Down PowerGrade

Though you can shut down PowerGrade when no classes are open, the following procedure assumes that you finished working with a class, and now you want to quit PowerGrade.

1. To save your work, choose File > Save.

2. Choose File > Make Backup. A copy of the data file is stored on the PowerSchool server. A message indicates the data was successfully backed up.

   Note: PowerGrade sends your entire data file to the backup folder on the PowerSchool server. If your local computer crashes, you can retrieve your data file from the backup quickly and easily. PowerGrade notifies you when the backup process completes.

3. Click OK.

4. On the class spreadsheet, choose File > Quit. The class closes, and the application shuts down. If you have a connection to the PowerSchool server, PowerGrade automatically sends any grades or assignments you entered to the PowerSchool server for review by administrators and parents.

Classes

Navigate through your classes to view class rosters, enter and view assignments and scores, and take attendance. Take attendance using either the class roster or the seating chart.

To work with classes, see the following sections:

- "**Open Classes**"
- "**Class Information**"
- "**Copy Class Information**"
- "**Class Groups**"
- "**Find a Student**"
- "**Reorder Students**"
- "**Sort Information on a Class Spreadsheet**"
- "**View Assignments**"
- "**Class Roster**"
- "**Lock PowerGrade**"
- "**Submit Lunch Counts**"
- "**Single Student Summary**"
- "**Terms**"
- "**Upcoming Birthdays**"
- "**Dropped Students**"
- "**Save and Close**"

Open Classes

The Classes menu displays a list of all current classes. Open a class by choosing it from the Classes menu. Access all of your classes, including current classes or classes from another term, by choosing File > Open Class.

When copying class information, you will need to open the class from which you want to copy class information. See the section "**Copy Class Information**."

How to Open a Class

If the class is in the current term, choose the class from the Classes menu, or use the following procedure. You cannot have more than one class open at the same time.

1. Choose File > Open Class. The Open Class dialog displays basic class information, such as the first day of the term, term number, schedule expression, class name, and group information.
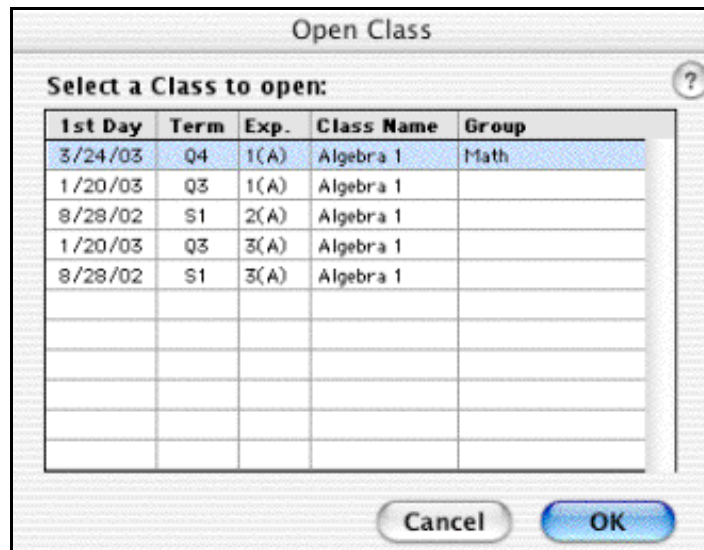
2. Select an available class from the list and click OK. Either the class spreadsheet appears, or the Enrollment Alert dialog displays a list of students.

   Note: If this is your first time opening that class or if students have enrolled or dropped since the last time you opened the class, the Enrollment Alert dialog displays a list students with a change in their enrollment status. Review the class list, then click OK.
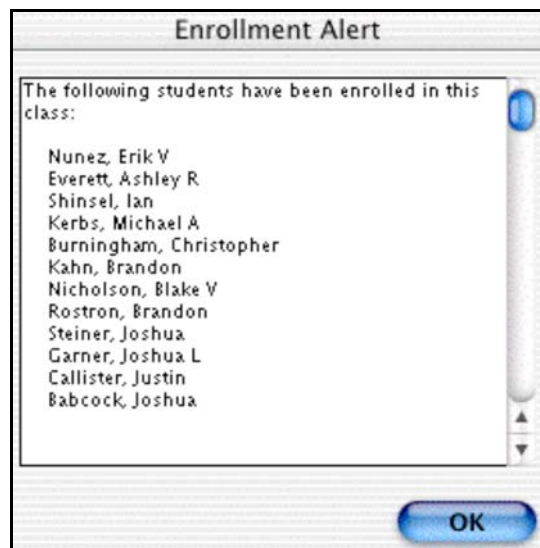
   The spreadsheet shows a class roster for the current term.

   Note: The class spreadsheet does not appear for Attendance Only sections. For more information, see the section "**Classes**."

Name	Q1	Cit	Q2	Cit	S1	Cit
1. Babcock, Joshua	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
2. Burningham, Christopher	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
3. Callister, Justin	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
4. Everett, Ashley R	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
5. Garner, Joshua L	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
6. Kahn, Brandon	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
7. Kerbs, Michael A	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
8. Nicholson, Blake V	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
9. Nunez, Erik V	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
10. Rostron, Brandon	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
11. Shinsel, Ian	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
12. Steiner, Joshua	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H

The spreadsheet display is the view that you will use most often in PowerGrade, since it appears each time you open a class. Once a class is open, you can enter assignments and grades or perform a number of other activities.

Note: To change the width of spreadsheet columns, place your cursor on the dividing line between columns and drag it to the left or right until the column is the appropriate width.

How to Open a Class From a Different Term

No other classes can be open when you open a class.

1. Choose File > Open Class. The Open Class dialog displays basic class information, such as the first day of the term, term number, schedule expression, class name, and group information. For more information on groups, see the section "**Class Groups**."

Open Class

Select a Class to open:

1st Day	Term	Exp.	Class Name	Group
3/24/03	Q4	1(A)	Algebra 1	Math
1/20/03	Q3	1(A)	Algebra 1	
8/28/02	S1	2(A)	Algebra 1	
1/20/03	Q3	3(A)	Algebra 1	
8/28/02	S1	3(A)	Algebra 1	

Cancel   OK
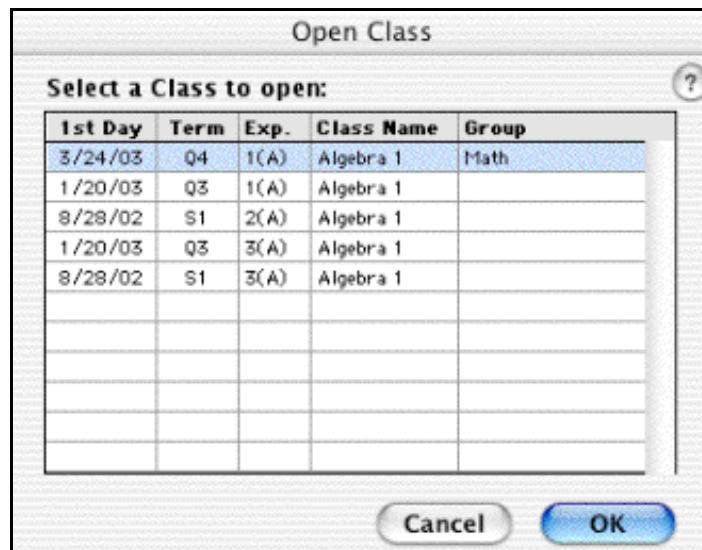
2. Select the class name on the spreadsheet. Use the scroll bar to locate the class, if necessary.

3. Click OK. The selected class spreadsheet page appears.

Note: The class spreadsheet does not appear for Attendance Only sections. For more information, see the section "**Classes**."

Name	Q1	Cit	Q2	Cit	S1	Cit
1. Babcock, Joshua	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
2. Burningham, Christopher	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
3. Callister, Justin	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
4. Everett, Ashley R	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
5. Garner, Joshua L	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
6. Kahn, Brandon	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
7. Kerbs, Michael A	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
8. Nicholson, Blake V	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
9. Nunez, Erik V	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
10. Rostron, Brandon	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
11. Shinsel, Ian	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H
12. Steiner, Joshua	(0) 0/0	H	(0) 0/0	H	(0) 0/0	H

Class Information

View information about a particular class by choosing Windows > Class Information. You can also access class information by clicking the name of the class on the class page.

Use the Class Information page to assign a class to a class group. For more information on class groups, see the section "**Class Groups**."

How to View Class Information

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Access class information by doing one of the following:

   - Choose Windows > Class Information.

   - Click the Class Info icon at the top of the spreadsheet. The Class Information page appears.

Note: The dates on the Class Information page download from the PowerSchool server. Some fields appear as read-only.

3. Use the following table to enter information in the fields:

Field	Description
Name of Class	The name of the class appears.
Expression	The expression or period/day combination, appears.
Room	The room number associated with the selected class appears. Change this number if it is incorrect.
Course Number	The course number appears.
Section Number	The section number for the selected course appears.
Class Group	Enter the name of the class group, if applicable. For example, the group name is helpful if you teach two or more sections of the same class. By creating a group, you can apply assignments to all classes in the group, and avoid having to enter them for each class.
1st Day of Class	The first day of class appears.
Last Day	The last day of class appears.
Keyboard Shortcut	Click an option to indicate if you want to use the automatic or custom keyboard shortcut to open the class. If you select custom, enter the key(s) you want to use. The default shortcuts are noted after each class on the menu.

Field	Description
Description Tab	Click the Description tab and enter a description of the class. **Note:** Parents can view this description when they check their child's progress on PowerSchool.
Web Link	Enter any URLs and explanatory text that might be helpful to students or parents. **Note:** Parents can view this information when they check their child's progress on PowerSchool. Click OK when you finish entering the web link. The Class Information page appears.

4. Click OK to save your changes.

Web Link

Use web links to associate web pages to various functions in PowerGrade. Enter a URL to indicate which web site to display when the web link is clicked. For example, insert the URL **http://www.dictionary.com** in the web link field of a spelling assignment. When viewing the assignment, students can click the link to display the specified web site.

Web links are prevalent throughout PowerGrade. For example, insert web links when creating comments for parents or assignment scores. Web links are available for the following PowerGrade functions:

- "**Comment Bank**"
- "**Class Information**"
- "**Parent Notes**"
- "**Assignments**"
- "**Score Comment**"

Copy Class Information

Copy detailed class information, such as term dates, grades, and student enrollment, from one class to another using the Copy Class Info From option on the Utilities menu.

Note: For general class information, choose Windows > Class Information. For more information, see the section "**Class Information**."
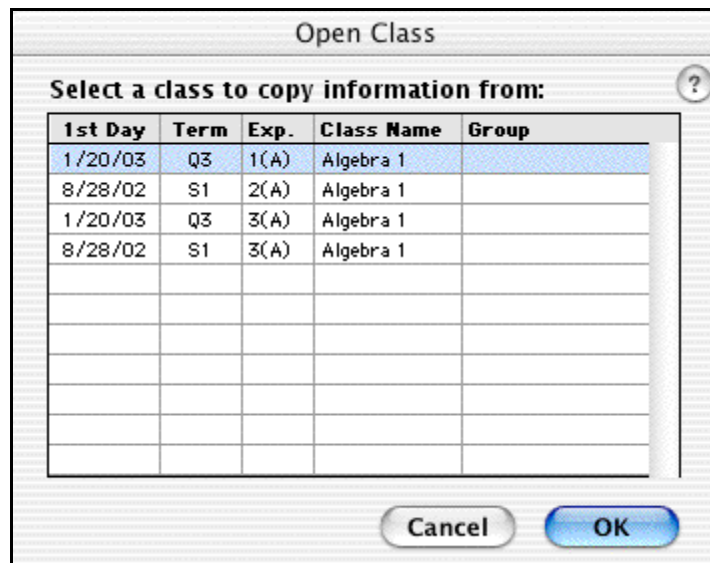
Either insert the items from the other class into the currently opened class or replace information for the class that is currently open.

How to Copy Class Information

1. Choose an available class from the Classes menu. The class page for the selected class appears.
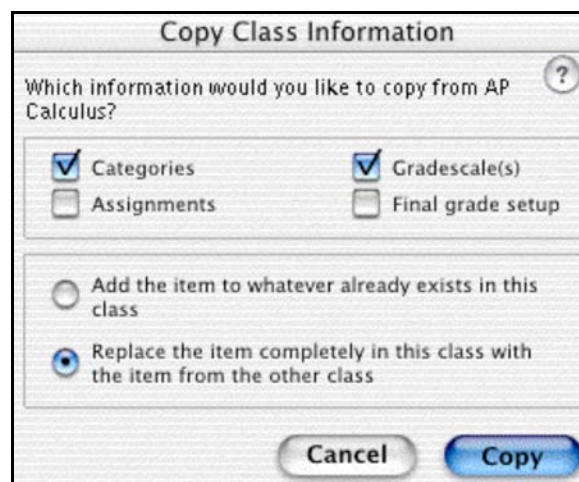
   Note: If you make changes or new entries to the class spreadsheet, choose File > Save before copying class information.

2. Choose Utilities > Copy Class Info. The Open Class page appears.

3. Select the class from which you want to copy information. Be sure to select the class from the appropriate term.

4. Click OK. The Copy Class Information page appears.

5. Use the following table to enter information in the fields:

Field	Description
[Information Type]	Select the checkbox(es) to indicate which type of information you want to copy. For example, to copy assignments and final grade setup from one class to another, select the appropriate checkboxes. The types of information you can copy include: • Categories • Assignments • Gradescale(s) • Final grade setup
[Add or Replace Item]	Select how you want the information copied: • "Add the item to whatever already exists in this class." For example, select this option if you want to add an assignment from another class to the open class. • "Replace the item completely in this class with the item from the other class." For example, select this option if you want to replace an assignment on the open class with one copied from another class.

6. Click Copy to copy the selected categories to the open class. The updated class spreadsheet displays the new information.
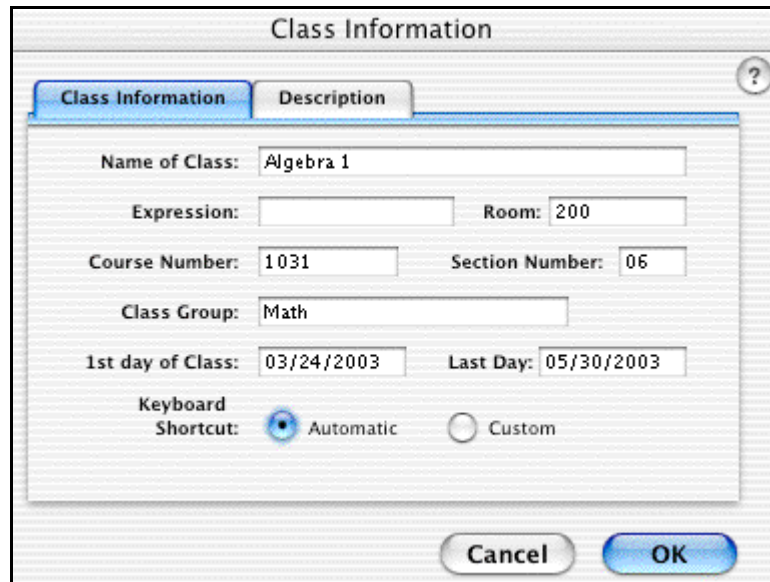
    Note: When you replace the data from one class to the selected class, the original information and all student scores are completely replaced.

Class Groups

Using groups is helpful when you teach different sections of the same course. For example, you can create groups so that you only have to enter assignments one time.
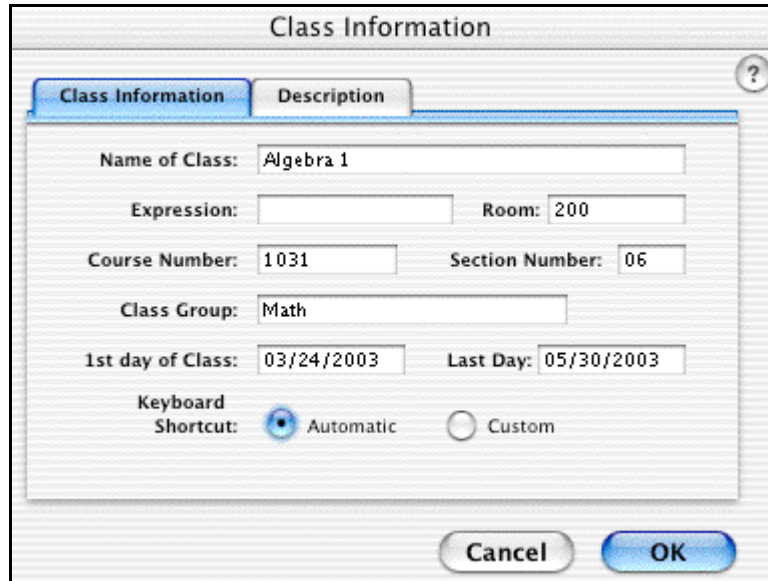
How to Create a Group

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Class Information. The Class Information page for the selected class appears.

3. Enter the name for the class group.

4. Click OK. The class spreadsheet appears.

   Repeat these steps for other courses in the same group. Create as many groups as needed for all your courses. Be sure to spell the group name the same for each group.
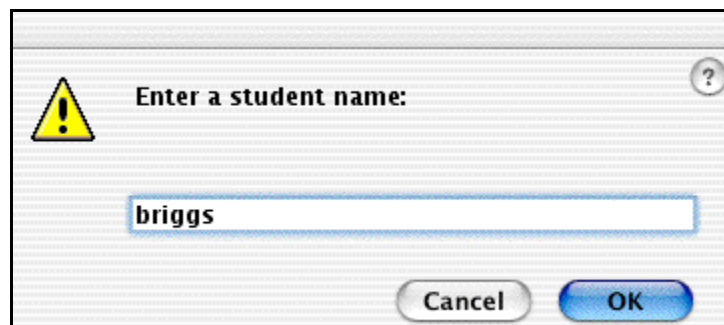
   The next time you create an assignment for a class in this group, select the checkbox to apply the assignment to other classes in the same group. For more information, see the section "**Assignments**."

Find a Student

Use the Find Student function on the File menu to search for a specific student in a class.

How to Find a Student

1. Choose File > Find Student. The "Enter a student name" dialog appears.

2. Enter the student's name.

3. Click OK. The class spreadsheet appears, and the student's name is highlighted.

1.	Bevan, Adam C	(0) 0/0
2.	Bliss, Justin	(0) 0/0
3.	Briggs, Jessica K	(0) 0/0
4.	Briggs, John K	(0) 0/0
5.	Briggs, Ryan Y	(0) 0/0

Note: If there is more than one student with that name, the Select Student page appears.

Select Student

Select a student:

Briggs, Greg D	Algebra 1, 3(A)(Q3)
Briggs, Jessica K	Algebra 1, 3(A)(S1)
Briggs, Jessica K	Algebra 1, 1(A)(Q4)
Briggs, Jessica K	Algebra 1, 1(A)(Q3)
Briggs, Jessica K	Algebra 1, 2(A)(S1)
Briggs, John K	Algebra 1, 2(A)(S1)
Briggs, Ryan Y	Algebra 1, 2(A)(S1)

Cancel   OK

Click the name of the student for whom you want to view enrollment information. Click OK. The spreadsheet for that student's class appears, with the student's name highlighted.

Reorder Students

Use reordering to customize how students are listed on the class spreadsheet. For example, you can choose to list students by name or birthday.

How to Reorder Students on a Class Spreadsheet

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Utilities > Re-order Students. The Re-order Students page appears.

3. Use the following table to enter information in the fields:

Field	Description
[Reorder Options]	Reorder students by choosing one of the following options: • Manually • Last Name • First Name • Nickname • Student Number • Date Enrolled • Birthdate • User Defined Field: Select a field pre-defined on the Class Roster page. For more information, see the section "**Class Roster**." If you select to reorder students manually, the Reorder Students page appears.

Field	Description
	a. Click a student's name and drag it up or down to the appropriate position on the list.
	b. Click OK to save your changes. The Class spreadsheet displays the new student order. Select "Last name" to display students alphabetically by last name.

4. Click OK. The spreadsheet displays the names in the new sort order.

Sort Information on a Class Spreadsheet

Sort information directly on the page by clicking a column heading and using commands. To sort students on the class spreadsheet, see the section "**Reorder Students**." To view dropped students on the class spreadsheet, see the section "**Dropped Students**." To enter scores on the spreadsheet, see the section "**Enter Scores**."

How to Sort Information on a Class Spreadsheet

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Press and hold Command (Mac) or Control (Windows) while clicking a column heading on the spreadsheet. The spreadsheet sorts the contents of the column in ascending order.

   Note: If you delete an assignment that is selected as the sort order of the spreadsheet, the spreadsheet re-sorts by student name.

3. Press and hold Alt while holding Command (Mac) or Control (Windows) and click a column heading on the spreadsheet. The spreadsheet sorts the contents of the column in descending order. The column title of the column that is currently sorting the spreadsheet is underlined.

   Note: If you click any column other than Name, the system automatically creates a second-level sort by student name. For example, if you click the City column and ten students have the same city name, the system sorts those students by student name.

View Assignments
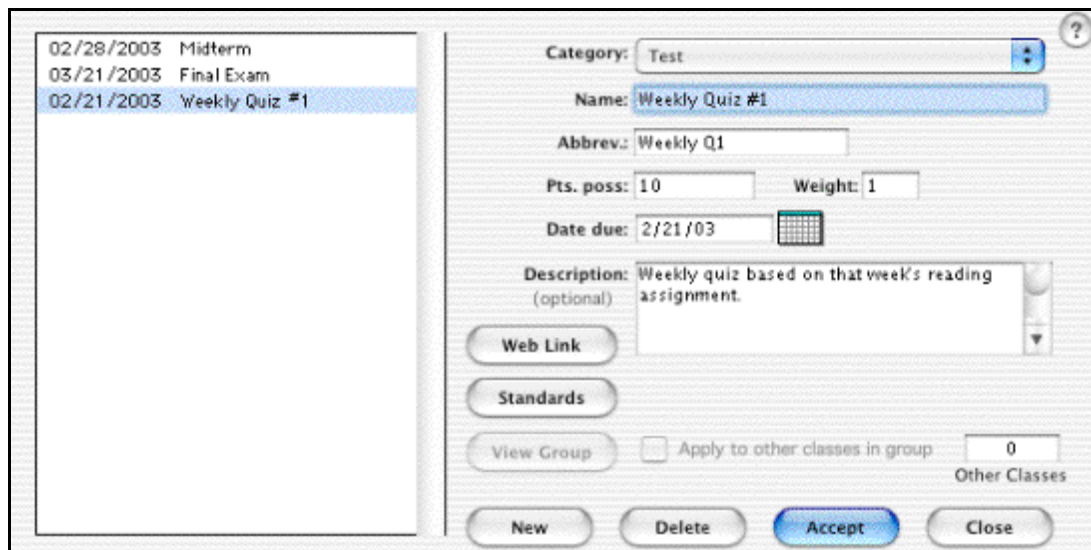
Use the Assignments page to set up new assignments and modify existing ones. There are three ways to view the Assignments page. For information on setting up and working with assignments, see the section "**Assignments**."

How to View Assignments

1. Choose Windows > Assignments.

Note: There are two other methods for opening the Assignments page. Click the Assignments icon at the top of the spreadsheet, or click the assignment name on the spreadsheet to view a specific assignment.

Note: To create assignments, you need to first set up assignm(ent categories. If you have no assignment categories entered for this class, you have no assignments. When you click Assignments, an error message appears. Click OK. To create assignment categories, see the section "**Assignment Categories**."
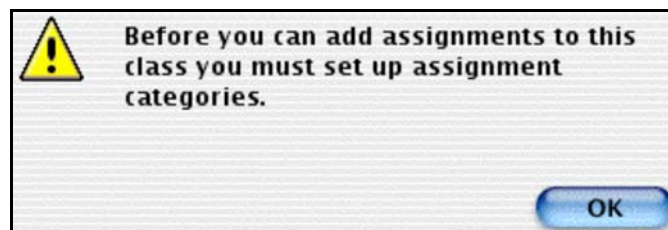
The Assignments dialog displays the following information:

Field	Description
[Assignment List]	A list of assignments displays on the left side of the page. Click the assignment you want to view. The assignment information updates on the right side of the page.
Category	Choose an assignment category type from the Category pop-up menu. For example, select Test if the assignment is a test.
Name	The selected assignment name appears.
Abbrev.	The abbreviation for the selected assignment appears.
Pts. Poss.	The total points possible for the assignment appear.
Weight	Enter the weight of the grade if the assignment contributes more or less than other assignments when calculating final

Field	Description
	grades.
Date due	Click the calendar button to select the date the assignment is due. Use the arrows to navigate forward or backward by month or year. After navigating to the appropriate month and year, select the day the assignment is due. The selected date displays in the "Date due" field.
Description	Enter a description for the assignment.
Web Link	Click Web Link to attach a URL to the assignment.
Standards	Click Standards to assign standards to the assignment.
View Group	When creating an assignment, click View Group to view the class group to which the current class is associated. Use this information to determine if you want to copy this assignment to other classes in the group. To do so, see the field "Apply to other classes in the group."
	You cannot edit this field after initially saving the assignment.
Apply to other classes in group	When creating an assignment, select this checkbox to apply the assignment to other classes in the group. The assignment only applies to courses in the same group for the same term.
	You cannot edit this field after initially saving the assignment.
Other Classes	In addition to the current class, the number of other classes that include this assignment appears.

2. Close the dialog to return to the spreadsheet when you finish reviewing the Assignments page.

Class Roster

Use the class roster to quickly view the demographic information about the students enrolled in a specific class. The information downloads from the PowerSchool server and cannot be modified in PowerGrade.

How to View the Class Roster

1. Choose Windows > Class Roster (or on the open class page, click the Class Roster icon). The class roster appears.

Classes

2. Use the following table to enter information in the fields:

Field	Description
Student List	A list of students enrolled in the selected class appears. Click a student's name to view demographic information about that student. The information updates on the right side of the page.
Student Name	The name of the selected student displays in the following format: last name, first name.
Nickname	The nickname for the selected student appears. If a nickname is not available, this field is blank.
Phone	The contact phone number appears.
Grade Level	The student's grade level appears.
Birth	The student's date of birth appears in the following format: mm/dd/yyyy.
Student no.	The student ID number appears.
Gender	The student's gender appears.
Street	The student's street address appears.
City, St ZIP	The city, state, and postal code of the street address appear.
User field	Click "User field" to set up your own categories of demographic or class information. For example, rename User Field 1 to Lab Fee. You can enter information about the lab fee in this field. Change or delete user fields as often as necessary. Use these fields in report headers and footers, or when sorting students

Field	Description
	on the class spreadsheet.
Grade scale	Choose the appropriate grade from the pop-up menu.
PowerSchool Fields	Click PowerSchool Fields at the bottom of the class roster to open the list of fields. These fields are view-only, so you cannot change or delete them. PowerGrade provides up to ten additional fields that your PowerSchool administrator configures. These fields can be parent names, phone numbers, or other relevant information. Use these fields in report headers and footers.

3. Click Accept if you made any changes.

4. Close the Class Roster dialog when you finish reviewing or editing the information.

Lock PowerGrade

The Lock PowerGrade function prevents someone else from accessing your PowerGrade data file. Set a PowerGrade password to utilize this function. For more information, see the section "**Set Up the Lock Function**."

You are strongly encouraged to use the Lock PowerGrade function to maintain your students? privacy and to guard against unwanted changes to students? grades or other records.

How to Lock PowerGrade

Lock PowerGrade to prevent others from modifying information in the application.

1. Choose Utilities > Lock PowerGrade. If you do not have a class open and the key combination is not otherwise used, you can also press and hold Command (Mac) or Control (Windows) and press L. If you did not set a password, a warning message indicates that the screen cannot be locked until password protection is enabled. See the section "**Set Up the Lock Function**."

2. Enter your password when you are ready to return to PowerGrade.
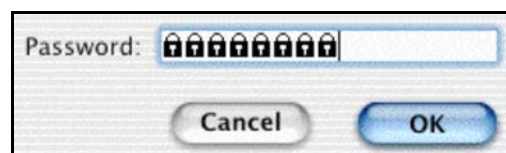
3. Click OK.

Set Up the Lock Function

Set a PowerGrade password before you lock PowerGrade or change the connectivity key to PowerSchool. For more information, see the sections "**Lock PowerGrade"** and "**PowerSchool Preferences**," respectively.

You can also set up a PowerGrade password using preferences. For more information, see the section "**General Preferences**."

How to Set Up the Lock Function

1. Choose Utilities > Lock PowerGrade. If you do not have a class open and the key combination is not otherwise used, you can also press and hold Command (Mac) or Control (Windows) and press L. If you did not set a password, a warning message indicates that the screen cannot be locked until password protection is enabled.

2. Click Yes. The General tab appears in the Preferences dialog.
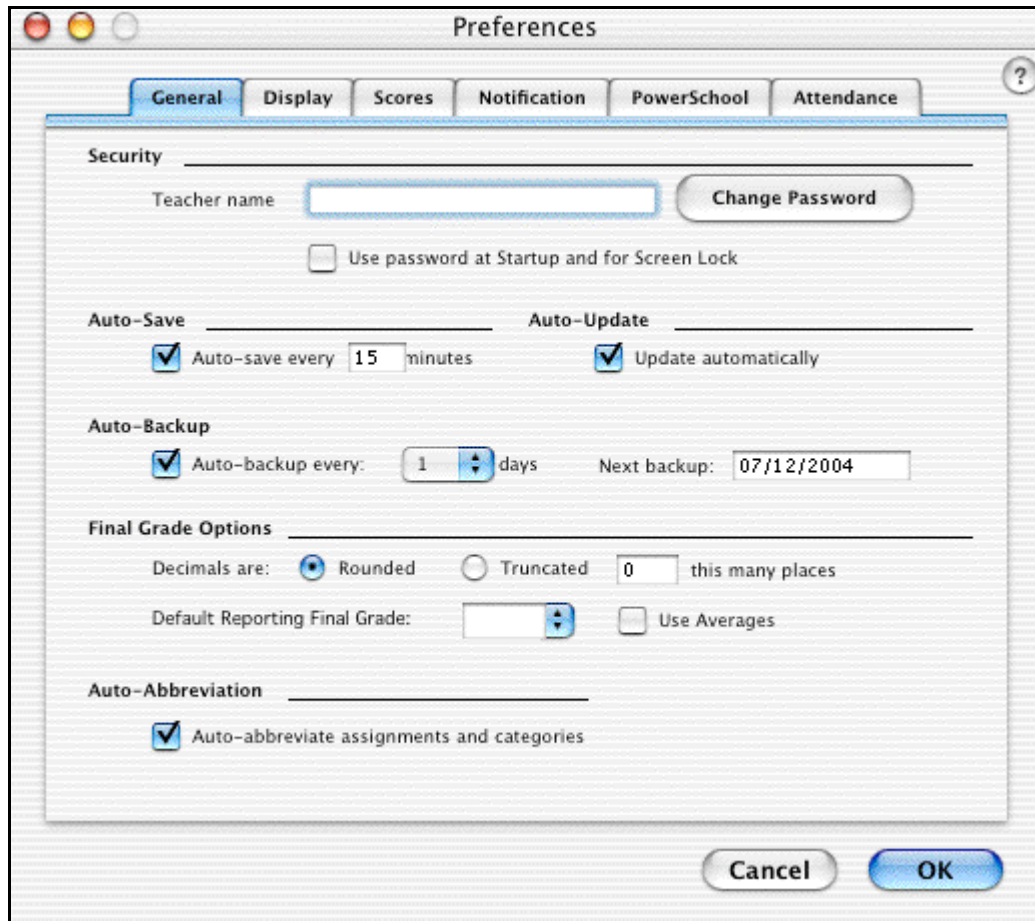
3. Click Change Password. The Password dialog appears.
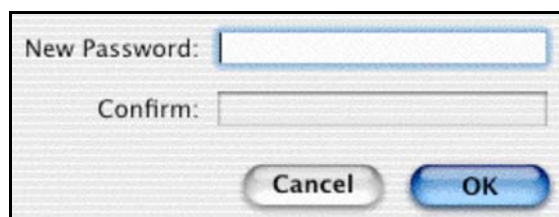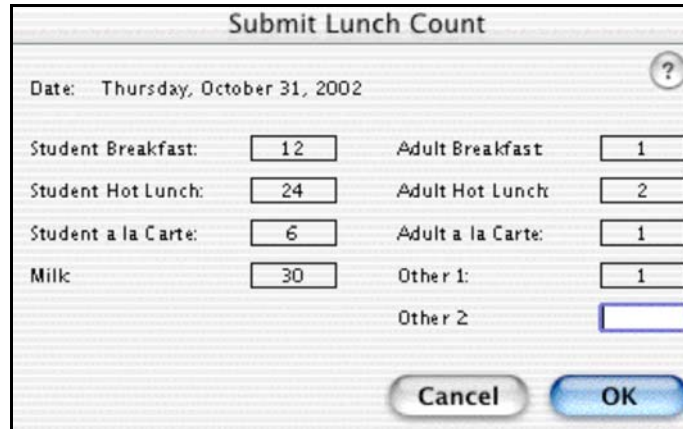
4. Enter a new password. Confirm the password by reentering it in the Confirm field.

5. Click OK. A message indicates the password has been changed.

6. Select the "Use password at Startup and for Screen Lock" on the General tab.

7. Click OK to return to the previous page.

Submit Lunch Counts

Use the Submit Lunch Counts command to take a count of which students eat a school-prepared lunch or buy milk. This provides a way for teachers to take daily counts of such items and report them electronically. Generally, teachers take the count during first period.

How to Submit Lunch Counts

1. Choose an available class from the Classes menu. The class page for the selected class appears. For more information on accessing classes, see the section "**Open Classes**."

2. Choose Utilities > Submit Lunch Counts. The Submit Lunch Count page appears.

3. Use the following table to enter information in the fields:

Field	Description
Date	The system displays the current day and date.
[Count Name]	All existing count names appear, such as: • Student Breakfast • Student Lunch • Milk
Count	The number of a particular count name needed appears.

4. Click OK to submit lunch counts.

   Note: After the information automatically synchronizes with the PowerSchool server, cafeteria personnel can download it.

Single Student Summary

Use the Single Student Summary page to quickly review all the scores and the final grade for an individual student. This information is especially useful for meetings with students and parent-teacher conferences.

How to View the Student Summary

1. Choose an available class from the Classes menu. The class page for the selected class appears. For more information on accessing classes, see the section "**Open Classes**."

2. Choose Windows > Student Summary. The Student Summary page appears.

3. Use the following table to enter information in the fields:

Field	Description
Name	Use the pop-up menu to choose the student for whom you want to view information.
Grade	The grade information for the selected student appears. This field is read-only.
Citizenship	The citizenship entry for the selected student appears.
Which final grade to show (abbr)	Enter the term abbreviation to view available term grades for the selected student. For example, if you enter Q3, the grade information for Quarter 3 appears for the selected student. You can edit grade information on the spreadsheet.
Date	The date of the assignment appears.
Ctgry	The category for the assignment appears.

Field	Description
Assignment	The assignment name appears.
Score	The score the student received on the assignment appears.
Poss	The points possible for the assignment appears.
%	The percentage score the student received on the assignment appears.
Grade	The letter grade the student received on the assignment appears.

4. Click OK to save the information.

Terms

Use the Terms page to quickly review the start and end dates of terms.

How to View Terms

1. Choose an available class from the Classes menu. The class page for the selected class appears. For more information on accessing classes, see the section "**Open Classes**."

2. Choose Windows > Terms. The Terms page appears.

3. Use the following table to enter information in the fields:

Field	Description
[Term Display]	Click a term name to display details on the right side of the page.
Term name	The full name of the selected term appears. **Note**: This field is read-only.
Abbreviation	The abbreviation for the selected term appears. **Note:** This field is read-only.

Field	Description
First day	The first day of the selected term appears. **Note:** This field is read-only. Your PowerSchool administrator sets the dates that appear on the Terms page.
Last day	The last day of the selected term appears. **Note:** This field is read-only. Your PowerSchool administrator sets the dates that appear on the Terms page.

4. Close the dialog to return to the spreadsheet when you finish reviewing the terms.

Upcoming Birthdays

Use the Upcoming Birthdays page to view a list of your students? birthdays.

How to View Upcoming Birthdays

1. Choose an available class from the Classes menu. The class page for the selected class appears. For more information on accessing classes, see the section "**Open Classes**."

2. Choose Windows > Upcoming Birthdays. The Birthdays page appears.
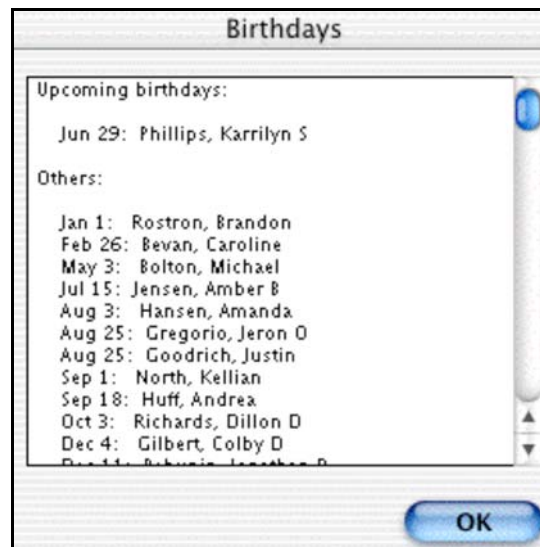
3. Use the following table to enter information in the fields:

Field	Description
Upcoming Birthdays and Recently Passed Birthdays	The names of any students celebrating birthdays near today's date appear at the top of the list.

Field	Description
Others	The system displays a list of students and birthdays. The remainder of the class is sorted chronologically starting at the beginning of the calendar year.

4. Click OK to return to the previous page.

Dropped Students

Use the Dropped Students option to view the students who dropped a particular class.

How to View Dropped Students

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Click Dropped Students. The system displays one of the following:

   • The names of the students who dropped the course. Click Current Students to return to the current students on the spreadsheet.

   • A message, if there are no dropped students in the selected class. Click OK to return to the class page.
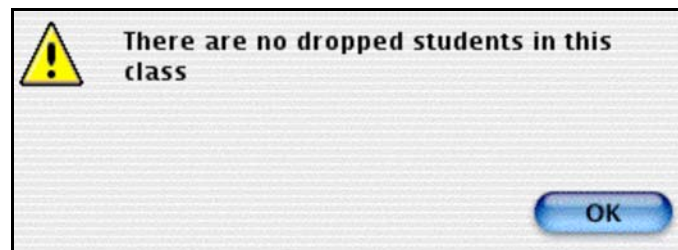
Save and Close

Save your work before you close a class or shut down PowerGrade. This ensures that the information is saved and backed up to the PowerSchool server. Save information anytime during your PowerGrade session. PowerGrade prompts you to save when you close a class.

How to Save Information

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Edit the class information. For detailed information about the options on this page, see the section "**Classes**."

3. Choose File > Save. The system saves the information. You can continue working in that class or close it.

How to Close a Class

Close a class when you finish working with it. You must close an open class before opening another one.

1. Choose File > Close Class. If you have not saved the information, a warning message appears.
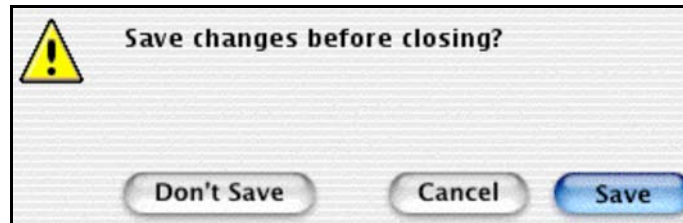
2. Do one of the following:

   - Click Don't Save to close the dialog without saving edits.

   - Click Cancel to return to the Class page.

   - Click Save to save changes and close the dialog.

   - Open another class or quit PowerGrade. For more information on quitting PowerGrade, see the section "**Shut Down PowerGrade**."

Attendance

In PowerGrade, you can take attendance by class meeting using the attendance chart.

When you attempt to take attendance, you may be restricted from modifying attendance or from modifying attendance within a certain number of days before or after the current date. This restriction is set in PowerSchool at the district office-level.

To work with attendance, see the following sections:

- "**General Preferences**"
- "**Display Preferences**"
- "**Attendance Preferences**" "**Attendance Codes**"
- "**Take Attendance**"
- "**Absence and Tardy Totals**"
- "**Seating Chart**"

Note: Currently "Attendance by Meeting" and taking attendance via the Seating Chart are unavailable.

Attendance Codes

Attendance codes are school-specific symbols or abbreviations used to mark attendance. For example, your school might use "A" as the attendance code for Absent and "T" for Tardy. Other schools might use different codes. The attendance codes for your school automatically download to PowerGrade from the PowerSchool server. These codes are view-only.

How to View Attendance Codes

1. Choose an available class from the Classes menu. The class page for the selected class appears.
2. Choose Windows > Attendance Codes. The Attendance Codes page appears.
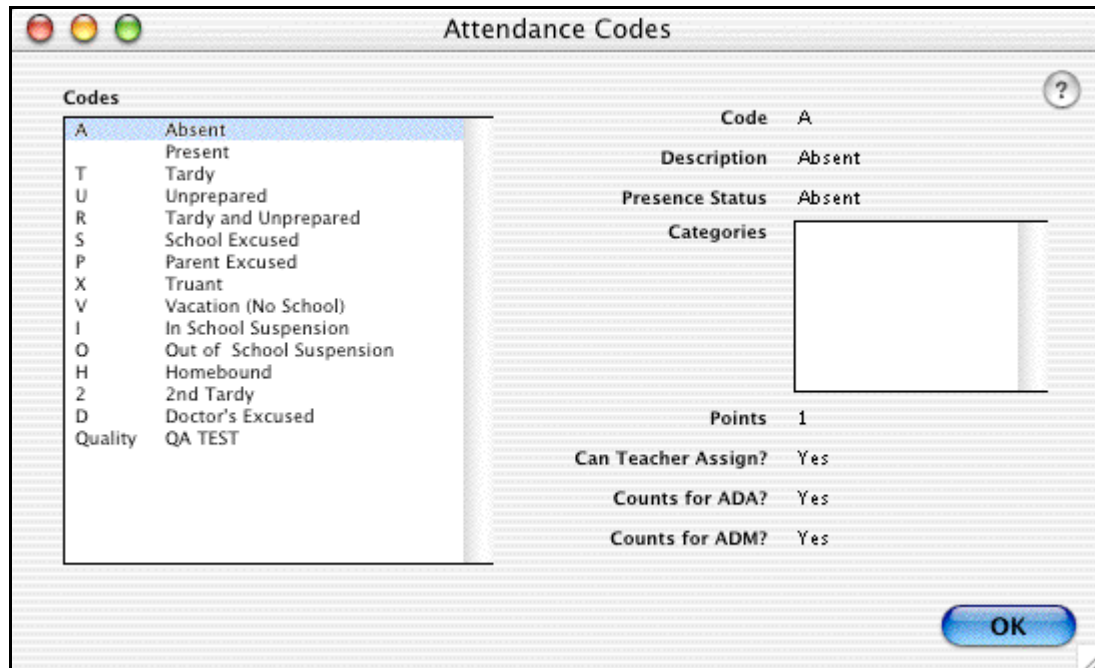
3. Use the following table to view information on this page:

Field	Description
Codes	The system displays the list of attendance codes and their corresponding names. To view more information about a specific code, scroll down the list and select it. **Note:** You can also use the arrow keys on you keyboard to move up and down the codes list.
Code	The system displays the code abbreviation for the attendance name you selected.
Description	The system displays the name of the attendance code.
Presence Status	Indicates whether or not the attendance code counts towards membership totals.
Categories	Indicates the attendance code category, which the attendance code is associated to. Attendance code categories are used to group attendance codes by classification, beyond Present or Absent, for reporting purposes.
Points	The system displays the number of attendance points for the attendance code. This is used to calculate period to daily attendance and for reporting purposes
Can Teacher Assign?	Indicates whether or not teachers can assign this attendance code in PowerGrade and PowerSchool Teacher.

Field	Description
Counts for ADA?	Indicates whether or not the attendance code counts towards average daily attendance (ADA).
Counts for ADM?	Indicates whether or not the attendance code counts towards average daily membership (ADM).

4. Click OK when you finish viewing the attendance code information to return to the previous page.

Take Attendance

Use PowerGrade to take attendance for all your classes. Take attendance for a specific class by choosing Windows > Attendance (or clicking the Attendance icon at the top of the class spreadsheet).

Note: Currently "Attendance by Meeting" is unavailable.

Editing Attendance Codes

Non-editable attendance codes no longer appear in uppercase and editable attendance codes no longer appear in lowercase. All attendance codes whether editable or not, may appear in either case. When on the attendance page, if a cell with an attendance code appears as non-selectable, this means that it is non-editable. Additionally, you can view which attendance code are editable (Teachers Can Assign), by viewing the Attendance Codes page.

If you want to change an attendance record that appears non-editable, contact the attendance secretary at your school.

How to Take Attendance

To mark a student tardy, absent, unexcused, or any other attendance option for a day in the past or upcoming weeks, click the Back or Forward icon in the Attendance dialog. Click the cell until the correct code appears.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Take Attendance (or click the Attendance icon). The attendance page appears.
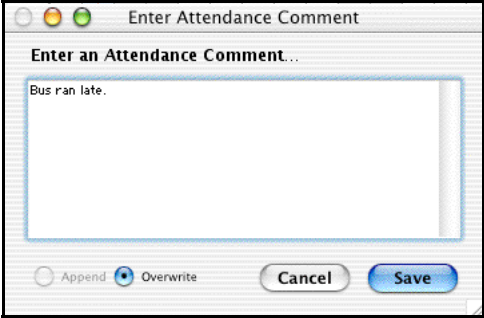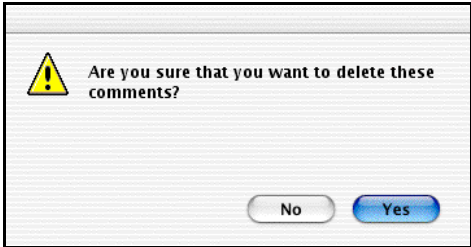
3. Use the following table to enter information in the fields:

Field	Description
[Attendance Mode]	Indicates the mode by which attendance is being taken, such as by class meeting. Meeting Day/Interval refers the amount of meetings a section meets. For example, if a section expression is 1-3 (A-B), you can expect to see for three attendance columns for each day of the week. (m, m, m, t, t, t, w, w, w, th, th, th, f, f, f). **Note:** The columns of the spreadsheet are set by default. However, if you want to widen the columns, simply place your cursor on a divider within the header row and click and drag.
Date Range	The specified date range indicating which days appear on the attendance page. To change the date range, go File > Preferences > Display and enter a new date range under Attendance & Assignments.
[Student Name]	A list of students enrolled in the class appears.
Date	The dates for all days in the term appear. Use the Back and Forward icons to view and locate additional dates.

Field	Description
	Forward icons to view and locate additional dates.
	Note: Attendance cannot be taken for non-selectable cells. Most often cells that are non-selectable represent an out-of-session day. However, non-selectable cells may also appear when a student has enrolled late in the term or has been expelled from school. By default the non-selectable cells appear in dark gray. However, if you want to change to color, go to File > Preferences > Attendance and select a new color using Non-selectable Cell Background Color.
[Attendance Codes]	Once you have selected the date(s) for which you want to enter an attendance code, use the [Attendance Status] pop-up menu to select the appropriate attendance code. Present, indicated by a bullet, is followed by those attendance codes created by your school, which teachers can assign.
	Note: You can also CNTRL-click (Mac 0S9) or right-mouse click (Win/OS X) to use the [Attendance Codes] pop-up menu.
Modify Comment	Once you have selected the date(s) for which you want to enter attendance comment, click this button to access the Enter an Attendance Comment page.
	Enter your comment and then click Save. For example, if a number of students were tardy due to the bus being late, you could enter a comment stating late due to bus being late.
	When a comment is added to an attendance code, the attendance code appears red, as opposed to black (no comment).
	When attendance comments are entered for days that a student is present, which is indicated the cell appearing blank, a red dash appears in its place.
	Note: You can also SHIFT-click (Mac) or right-mouse click (Win) to use the [Attendance Codes] pop-up menu, which contains Modify Comment.
	To edit a comment, select the date(s), which you want to edit

Field	Description
	and then click Modify Comment. If the date(s) you selected have the same comment, the comment appears in the text box. If the date(s) you selected do not have the same comment, the text box appears empty. You can either Append the comment or Overwrite it. When finished updating, click Save. **Note:** If saved attendance records are locked by your attendance administrator, you can no longer edit the comment associated to that record.
Delete Comment	If you have already entered a comment, select the attendance code you want to remove the comment from and click this button to delete the comment. A confirmation message appears asking you if you are sure you want to delete the comment. Click Yes. **Note:** If saved attendance records are locked by your attendance administrator, you can no longer delete the comment associated to that record.

4. Select the date(s) for which you want to enter an attendance code:

- Single click to select an individual cell.
- Command click to select multiple non-contiguous cells.
- Shift click to select contiguous cells between two points.
- Click and drag to select multiple contiguous cells.

Note: Selection methods are based on the operating system you are using. Not all Selection methods may be available to you.

5. Use the [Attendance Status] pop-up menu to select the appropriate attendance code:

6. Click Save.

> **Note:** Once you enter attendance records and save them to PowerGrade, they are automatically sent to the PowerSchool server, where they become part of the student's permanent records.

Absence and Tardy Totals

Display absence or tardy totals for each student on your spreadsheet. This information appears to the right of the final grades on the class spreadsheet. This way, you can view students' grade and attendance data on one page.

To display absence and tardy totals, choose File > Preferences. Click the Display tab. Locate the Display Attendance options in the lower-left corner of the page. For additional information about the Display preferences, see the section "**Display Preferences**."

Use the Attendance Totals function to display attendance for each student in your class. To view the totals, choose Windows > Attendance Totals.

Note: To sort the column in ascending order, click the column heading you want to sort by. To sort the column in descending order, press SHIFT and click the column heading you want to sort by.
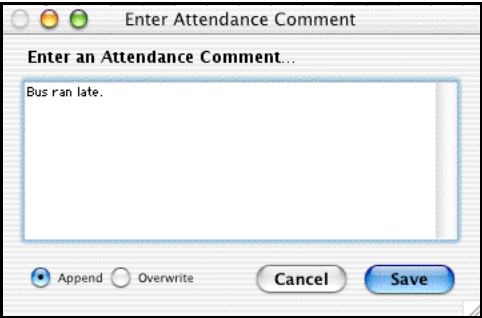
How to View Student Attendance Totals

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Attendance Totals. The attendance totals appear.

PowerSchool

Attendance Totals

☑ Include attendance only between these dates: 9/1/02 – 10/31/02 (?)

Name	ABS	TAR	A	T	P	S	I	O	X	U	V	TU	M	BUS
Bevan, Adam C	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Bliss, Justin	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Briggs, Jessica K	0	3	0	3	0	0	0	0	0	1	0	0	0	0
Briggs, John K	1	1	1	1	0	0	0	0	0	0	0	0	0	0
Briggs, Ryan Y	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Budd, Dominique R	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Conder, Amberlee A	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cornia, Lacey	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Denk, John R.	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Duff, Cormac T	2	0	0	0	2	0	0	0	0	1	0	0	0	0
Dunn, Andrea	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Egbert, Justin	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Erickson, Jan L	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fitzgerald, Angela	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fortie, Kira Y	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Fredrickson, Channing	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Freeman, Amanda	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fritz, Justin L	0	0	0	0	0	0	0	0	0	0	0	0	0	0

(Print) (Close)

3. Use the following table to enter information in the fields:

Field	Description
Include attendance only between these dates	Select this checkbox to display attendance totals for a specific date range. Enter the beginning and ending date in the fields in the following format: mm/dd/yy.
Student Name	The system displays the names of the students enrolled in the selected class.
Attendance Total Column	Click the numbers in the Absent or Tardy columns to view the dates of the selected attendance activity.
Attendance Codes	Attendance codes appear across the top of the spreadsheet. Click a code to sort the list in ascending order according to that attendance code. Press and hold Option (Mac) or Alt (Windows) and click a code to sort in descending order.
Print	Click Print to print a copy of the attendance totals. **Note:** If a large number of attendance codes appear on the Attendance Totals page, some columns might not fit on the printed page.

4. Click Close to return to the previous page.

Seating Chart

You can create and edit a seating chart to identify seating arrangements for up to 50 students in each of your classes. In addition, you can use the seating chart to take attendance. For more information, see the section "**Work With the Seating Chart**."

The seating chart displays rectangles, or seats, that are labeled with the students' names. After you **create the seating chart layout**, arrange the seats by clicking and dragging them to the appropriate location. Then, **assign students to the seats**.

The Seating Chart dialog includes three tabs: Take Attendance, Edit Seat Layout, and "Assign Students to Seats." When the Seating Chart dialog is opened for the first time, the "Assign Students to Seats" tab appears. Use this tab to create the seating chart.

Note: Currently taking attendance via the Seating Chart is unavailable.

You can navigate from tab to tab without losing any of your changes. But you should save when you finish working with any of the three tabs, and save periodically to prevent data loss.

Note: If the seating chart is disabled, PowerGrade is configured to take attendance by concurrently meeting sections, not by class meeting. For more information and to change this preference, see the sections "**Concurrent Attendance**" and "**General Preferences**," respectively.
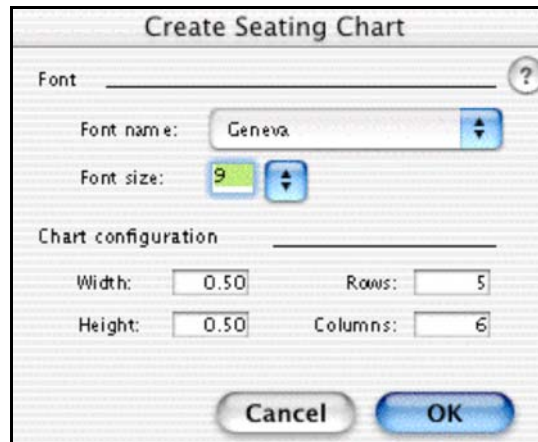
Seating Chart Layout

Create a seating chart layout. After you create the layout, you can reset it, add and remove seats from the layout, and assign students to seats. To modify the chart, see the section "**Edit Seating Chart Layout**."

How to Create a Seating Chart Layout

You can create a seating chart layout even if no students are currently enrolled in a class.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Seating Chart (or click the Seating icon at the top of the page). The Create Seating Chart dialog appears.

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3. Use the following table to enter information in the fields:

Field	Description
Font	Choose a font from the pop-up menu.
Font Size	Choose a font size from the pop-up menu.
Width	Enter the width of each seat. This value should be proportional to the height.
Height	Enter the height of each seat. This value should be proportional to the width.
Rows	Enter the number of rows to create on the seating chart.
	The rows and columns create a grid for the seating chart layout. For example, a grid with 3 rows and 6 columns creates an 18-seat chart.
	Note: You can have more seats than students, but you cannot have more students than seats.
Columns	Enter the number of columns to create on the seating chart.
	The rows and columns create a grid for the seating chart layout. For example, a grid with 3 rows and 6 columns creates an 18-seat chart.
	Note: You can have more seats than students, but you cannot have more students than seats.

Note: Set the height and width of each seat to fit the number of seats in the classroom. The capacity of the classroom is determined by the ability to fit the seating chart onto a standard, 8.5- by 11-inch piece of paper. If your seating chart exceeds the space available, an error message appears.

The grid of seats you are trying to build does not fit in the classroom

OK
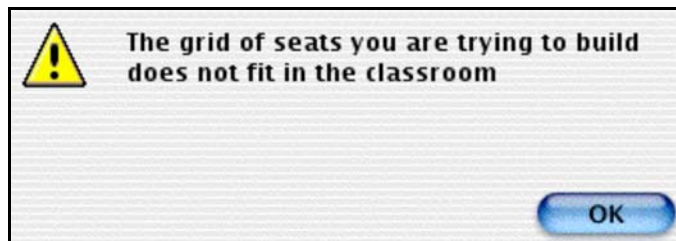
4. Click OK. The seating chart layout appears.

    Note: If there are more students currently enrolled than will fit on the current seating chart layout, an error message appears.

You do not have enough rows & columns to accomodate all students.

OK
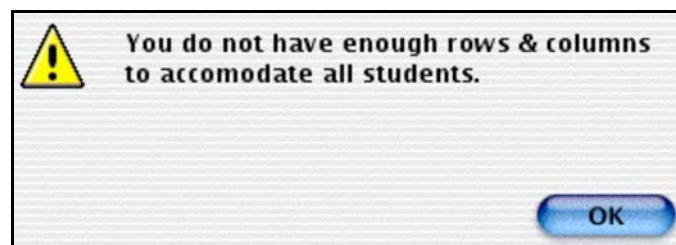
The number of seats must equal or exceed the number of enrolled students. Increase the number of rows or columns.

How to Reset a Seating Chart

Clear or reset the entire seating chart to remove all students? seat assignments for the selected class. To re-create the seating chart, see the section "**How to Create a Seating Chart Layout**."

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Seating Chart (or click the Seating icon).

3. On the Seating Chart page, click the Edit Seat Layout tab.

4. On the Edit Seat Layout page, click "Reset & close." PowerGrade asks if you want to reset the seating chart.

5. Click Yes. The seating chart resets and closes.

Edit Seating Chart Layout

After you create the layout, you can reset it, add and remove seats from the layout, and assign students to seats. To create a seating chart, see the section "**Seating Chart Layout**."

How to Edit the Seating Chart Layout

After you **create a seating chart layout**, you might need to change the display of the chart or the position of seats. You might also need to add seats, such as when students enroll in your class. Alternatively, delete seats from a chart when students drop the class.

A message appears when you open the seating chart to inform you of any enrollment changes. The names of new students appear in green on the list of students. Manually assign new students to seats. When a student drops the class, he or she is removed from the list of students and from the assigned seat, which becomes blank. It is not necessary to remove the seat from the layout.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Seating Chart (or click the Seating icon).

3. On the Seating Chart page, click the Edit Seat Layout tab. The Edit Seat Layout page appears.

   Note: Student names and photos do not appear on the seating chart layout until students are assigned to seats. For more information, see the section "**Seat Assignment**."
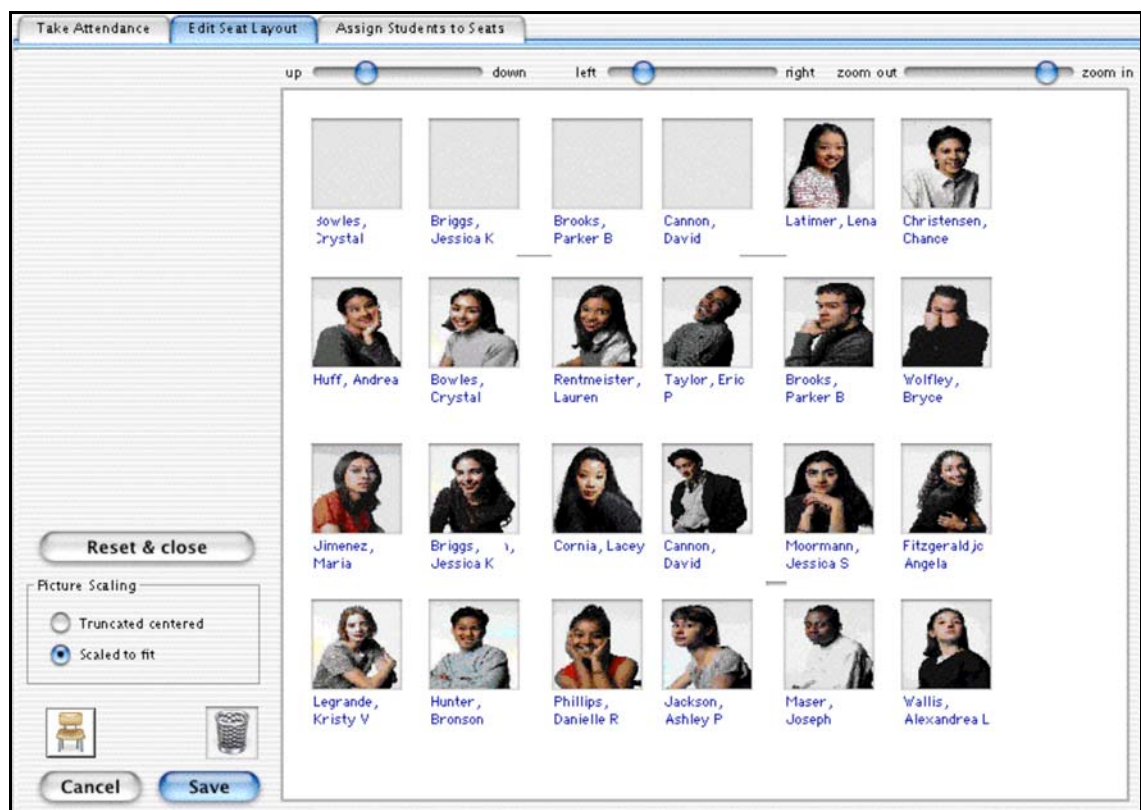
   Note: If photos do not appear, a photo might not exist for the student(s). Submit photos in PowerSchool. If photos exist for the students in PowerSchool but do not appear in PowerGrade, synchronize PowerGrade with the PowerSchool server. For more information, see the section "**Exchange Information With the PowerSchool Server**."

4. Do any of the following:

   • Drag and drop seats to arrange the seat layout. Consider aisles, lab tables, and other classroom fixtures. Seats cannot overlap each other; however, you can overlap the names of students with seats.

   • Use the up-down scroll bar to change the vertical alignment of all the seats on the seating chart. A gap at the bottom allows for student names.

- Use the left-right scroll bar to change the horizontal alignment of all the seats on the seating chart.

- Resize the seating chart using the zoom in-zoom out scroll bar, which zooms in and out from the upper-left corner. A gap at the bottom allows for student names.

- Select "Truncated centered" to enlarge each student photo, thereby cropping the edges all around; select "Scaled to fit" to reduce the photo size to fit in the seat.

- Click the Add Seat icon to add another seat. The new seat appears on the left. Drag the seat to the seating chart. Repeat for any additional seats.

- Click and drag a seat to the Delete Seat icon to remove it. You can never have fewer seats than students.

5. Either click Save or press Return (Mac) or Enter (Windows) to save and close the seating chart.

Seat Assignment

After you create or reset a seating chart layout, you must assign students to seats, either manually or automatically. You can first use the automated function, and then manually move students between seats.

How to Automatically Assign Seats

If you want PowerGrade to assign seats, do so before manually assigning seats; if any seats are moved around after you initially create the layout, they will be skipped in the automatic seat assignment process, since this process uses only the original layout arrangement.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Seating Chart (or click the Seating icon).

3. In the Create Seating Chart dialog, click the "Assign Students to Seats" tab, if necessary. The "Assign Students to Seats" page displays a list of students on the left and the seating chart layout on the right.

   Note: If the message "No photo" appears in place of a student, that student does not have a photo in the system. You can assign students without photos to seats.
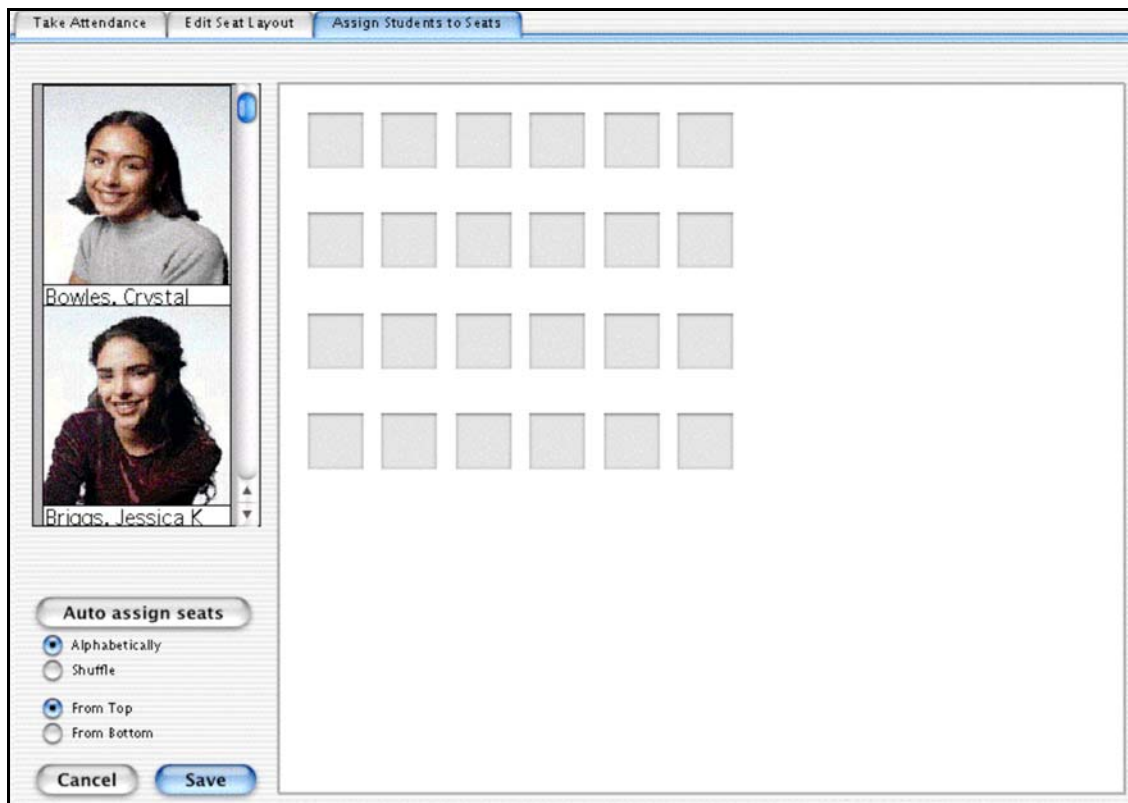
4. Select either Alphabetically or Shuffle to determine the seating order. Alphabetically sorts by last name, and shuffle sorts randomly.

5. Select either From Top to start the sort order with the top left seat or From Bottom to start the sort order with the bottom right seat.

6. Click "Auto assign seats." PowerGrade assigns students to seats according to your selections.
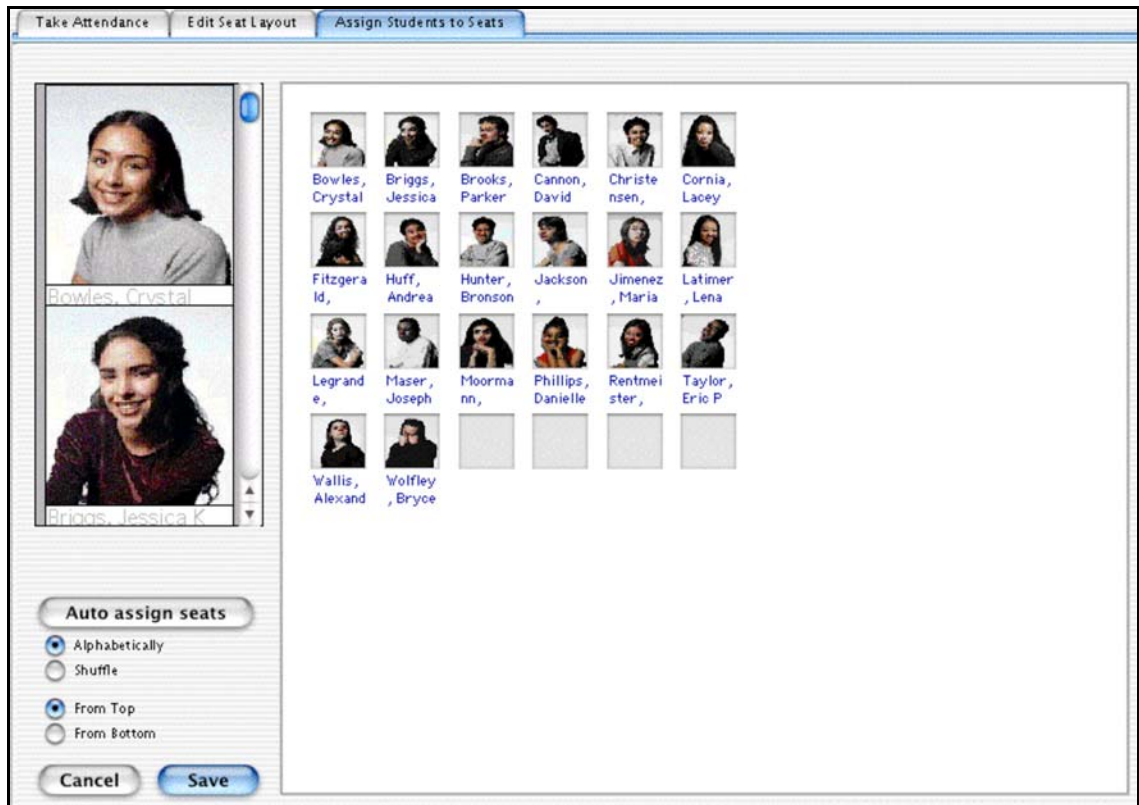
7. Either click Save or press Return (Mac) or Enter (Windows) to save and close the seating chart.

How to Manually Assign Seats

After you create or reset a seating chart layout, assign students to seats.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Seating Chart (or click the Seating icon).

3. In the Create Seating Chart dialog, click the "Assign Students to Seats" tab, if necessary. The "Assign Students to Seats" page displays a list of students on the left and the seating chart layout on the right.

Note: If the message "No photo" appears in place of a student, that student does not have a photo in the system. You can assign students without photos to seats.
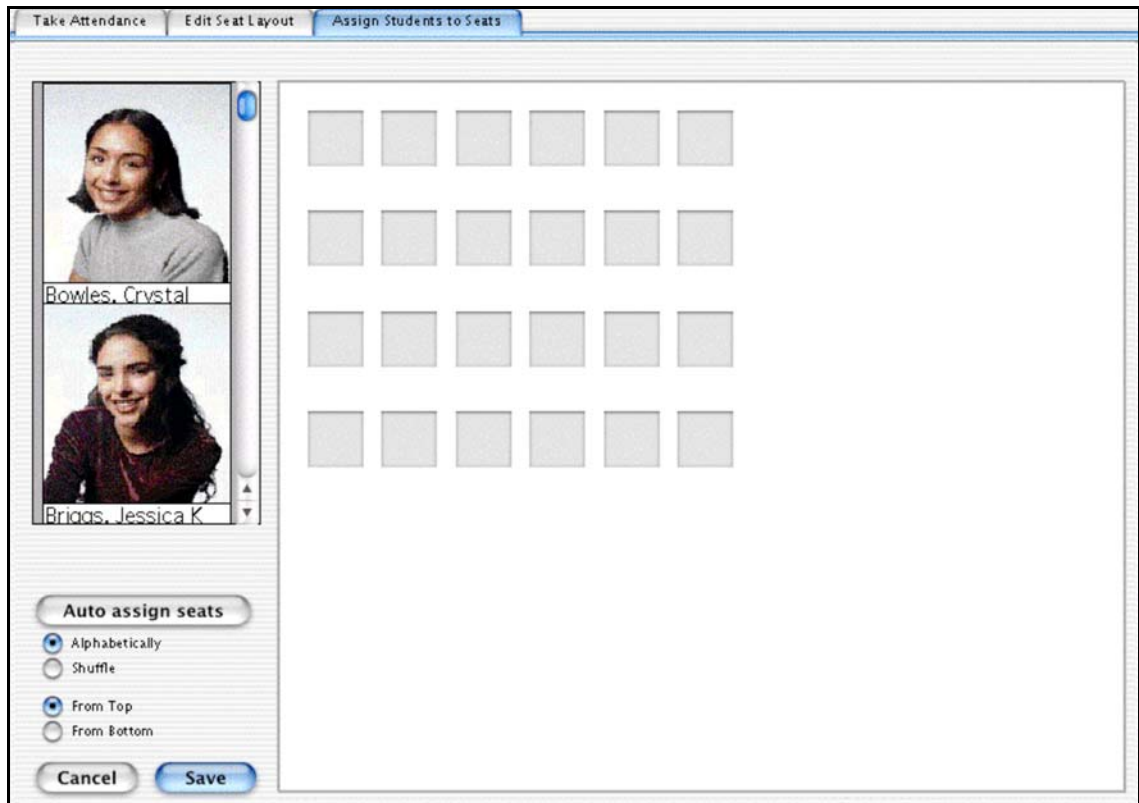
4. Do one of the following:

- Drag and drop seats to arrange the seat layout.

- Drag the student photos on the left to the seats on the right. When a student is assigned to a seat, the name grays out and you cannot assign that student to an additional seat.

  Note: You do not need to assign all students to all seats at this time. Also, you cannot assign a student to more than one seat.

- Drag and drop students from one seat to another to switch seats.

5. Either click Save or press Return (Mac) or Enter (Windows) to save and close the seating chart.

Work With the Seating Chart

Use the seating chart in PowerGrade to print the seating chart, in case you want to take attendance away from your computer. For example, you can print the seating chart and take it with you on a field trip.

Note: Currently taking attendance via the Seating Chart is unavailable.

How to Print the Seating Chart

When you print the seating chart, each student's seat appears, including the student's photo (if available) and name.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Seating Chart (or click the Seating icon).

3. On the Seating Chart page, click the Take Attendance tab. The Take Attendance page appears.
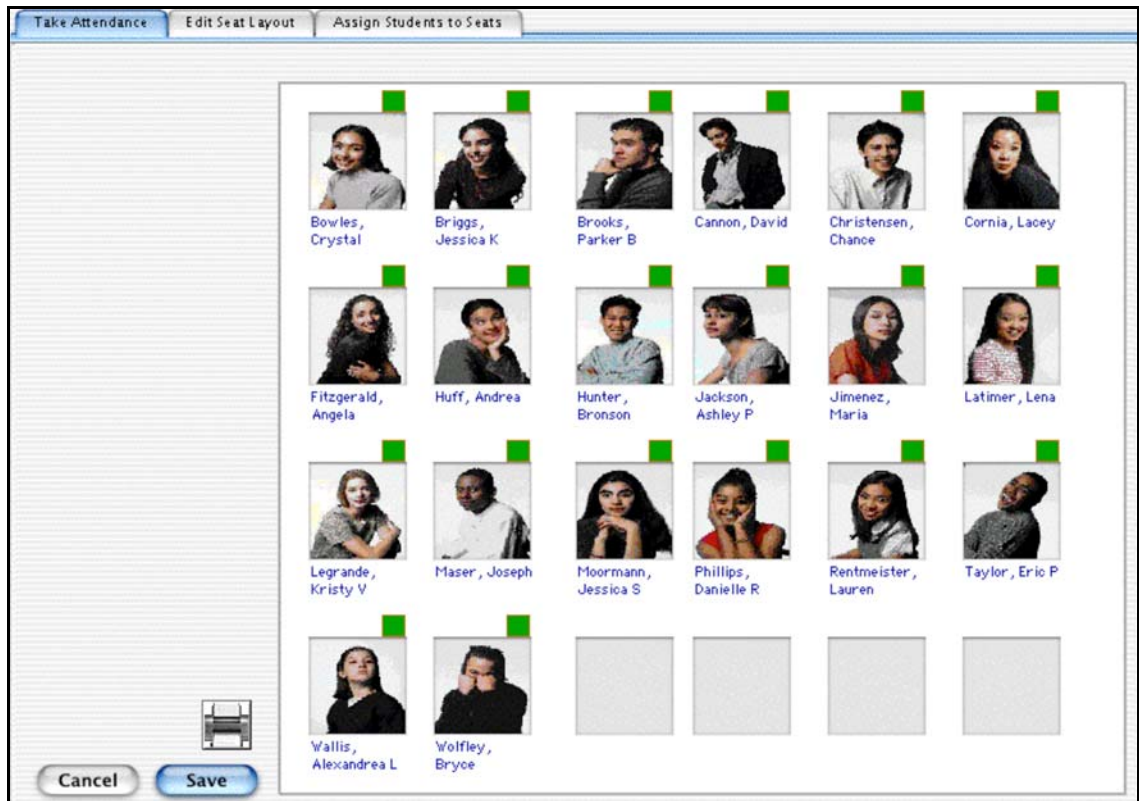
4. Click the printer icon. The seating chart prints.

Assignments and Grades

This section includes important information on how to create **assignment categories**, **assignments**, **standards**, and **grade scales**.

In PowerGrade, a score is the grade for an individual assignment. This data is located on the right side of the spreadsheet. A final grade is a student's cumulative grade for all assignments in the current term and is averaged every time you enter a score. This data appears on the left side of the spreadsheet.

Finally, this section discusses how to use grade weighting in PowerGrade. The concept is similar to what you would do in a paper gradebook. See the section "**Weight Grades**."

Weight Grades

Grade weighting is an important part of how final grades are calculated. Weight grades to make certain assignments count for more or less towards the final grade. PowerGrade provides four methods to weight grades and assignments. You can use none of them, all of them, or any combination of the four. You can set up weighting at any time during the school year, but it is best to do so at the beginning of the year or term so that students know what to expect.

The first method of weighting is the easiest. Simply enter the value of the assignment multiplied by the number of times you want it weighted. Perhaps homework assignments are usually worth 10 points, but you want a specific homework assignment to be worth 20. When creating the assignment in PowerGrade, make it worth 20 points rather than the usual 10.

The second method uses PowerGrade to weight assignments. Rather than perform the multiplication yourself, enter the points possible and the appropriate weight when you set up the assignment. PowerGrade performs the calculation and enters the proper grade into your data file. Students and parents view the total points possible and the final calculated grade; they do not have access to weighting information. However, you can explain the weighting in the assignment's description.

The third method uses PowerGrade to weight categories of assignments for final grades. For example, weight grades so that chapter tests are worth 50% of the final grade, the final exam is worth 20%, and homework assignments are worth the remaining 30%.

The fourth method weighs one final term grade for more than another final term grade. Some teachers use this method to calculate term or end-of-year grades.

If you weight the final exam by two and the final exam category by two, you are effectively quadrupling the weight of the final exam, thereby rendering the other assignments and tests less valuable in the final grade calculation. It is important to carefully consider how much weight you give to which assignment and which category.

If you are not sure how to go about weighting assignments or categories, contact your PowerSchool administrator. Mistakes in the setup process could cause problems later on.
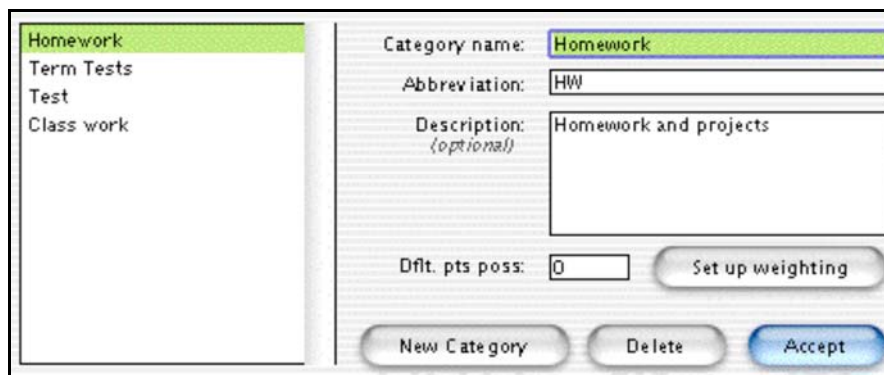
Assignment Categories

PowerGrade categories are groups of the same types of assignments, such as homework, quizzes, exams, reports, and labs. Use categories to sort assignments and display category subtotals. Create whatever categories you want either individually as the need arises or several at the same time; however, you must create at least one category in order to enter an assignment in your gradebook.

How to View Categories

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Categories. The Categories page displays a list of categories and their corresponding abbreviations. To create new categories, continue to the section "**How to Create a Category**."

    Note: If categories are not set up in the system, this page is blank.

How to Create a Category

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Categories. The Categories page appears.

    Note: If categories are not set up in the system, this page is blank.

3. Click New Category. The cursor appears in the Category name field.

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4. Use the following table to enter information in the fields:

Field	Description
[Categories]	Categories appear on the left side of the page. If necessary, use the scroll bar to view the list of categories. When you click a category name, its details appear on the right side of the page. If categories do not exist, this field is blank.
Category name	The category name appears, such as `Homework`.
Abbreviation	The category abbreviation appears. For example, the abbreviation for Homework might be `HW`. This abbreviation is used for PowerGrade reports.
Description	The description of the category appears. **Note:** This field is optional. Parents can read the description when they log in to check their child's progress.
Dflt. pts. poss	Enter the number of default points possible if most of the assignments in the category will have the same number of possible points. You can change this number on individual assignments when necessary.
Set up weighting	If you want to weight scores in this category, click "Set up weighting." For more information, see the section "**Final Grades Setup**."

5. Click Accept to save your changes. The new category appears on the left side of the page.
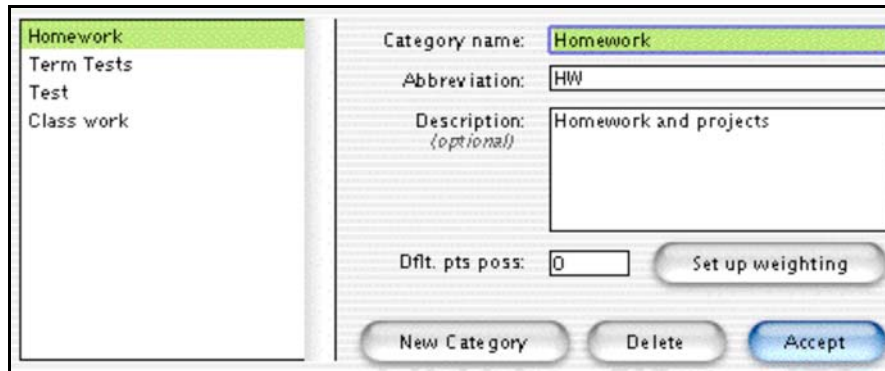
6. Close the Categories page.

How to Edit a Category

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Categories. The Categories page appears.

Note: If categories are not set up in the system, this page is blank.

3. Select a category name from the list on the left of the page. Detailed information for the selected category appears on the right.

4. Use the following table to enter information in the fields:

Field	Description
[Categories]	Categories appear on the left side of the page. If necessary, use the scroll bar to view the list of categories. When you click a category name, its details appear on the right side of the page. If categories do not exist, this field is blank.
Category name	The category name appears, such as `Homework`.
Abbreviation	The category abbreviation appears. For example, the abbreviation for Homework might be `HW`. This abbreviation is used for PowerGrade reports.
Description	The description of the category appears. **Note:** This field is optional. Parents can read the description when they log in to check their child's progress.
Dflt. pts. poss	Enter the number of default points possible if most of the assignments in the category will have the same number of possible points. You can change this number on individual assignments when necessary.
Set up weighting	If you want to weight scores in this category, click "Set up weighting." For more information, see the section "**Final Grades Setup**."

5. Click Accept to save your changes.

6. Close the Categories page.

How to Delete a Category

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Categories. The Categories page appears.

   Note: If categories are not set up in the system, this page is blank.

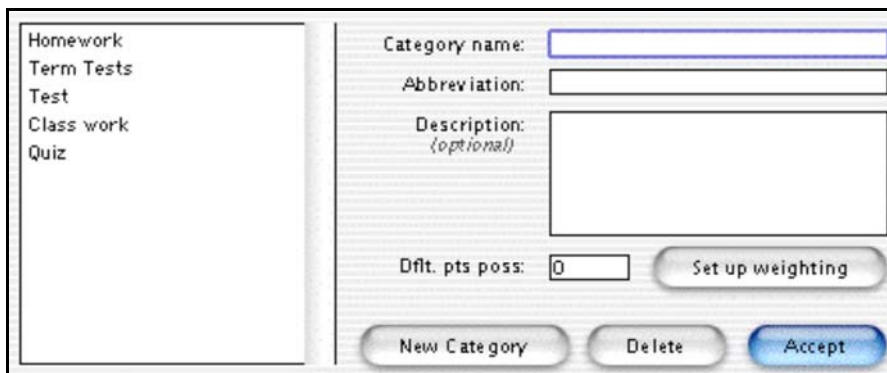3. Select a category name from the list on the left of the page. Detailed information for the selected category appears on the right.

4. Click Delete. The Categories page appears without the deleted category.

   Note: If you try to delete the last category on the list, an error message appears. To change the last category, see the section "**How to Edit a Category**."

5. Close the Categories page.

Assignments

In PowerGrade, you can create several assignments either during the same or different PowerGrade sessions. Later, you can add more or edit existing assignments. If you taught a specific class before, you probably know in advance that there are certain assignments, tests, or projects. You can enter them at the beginning of the term to save yourself time later on.

To change the view of the assignments on the class spreadsheet, see the section "**Assignment View Options**."

Standards

You can add standards to assignments and to specific categories. PowerGrade sends percentage scores for each assignment to PowerSchool, where they are averaged to determine a standards score. Some states have curriculum standards. Use this field to track to which standards an assignment applies. For more information, see the section "**Standards**."
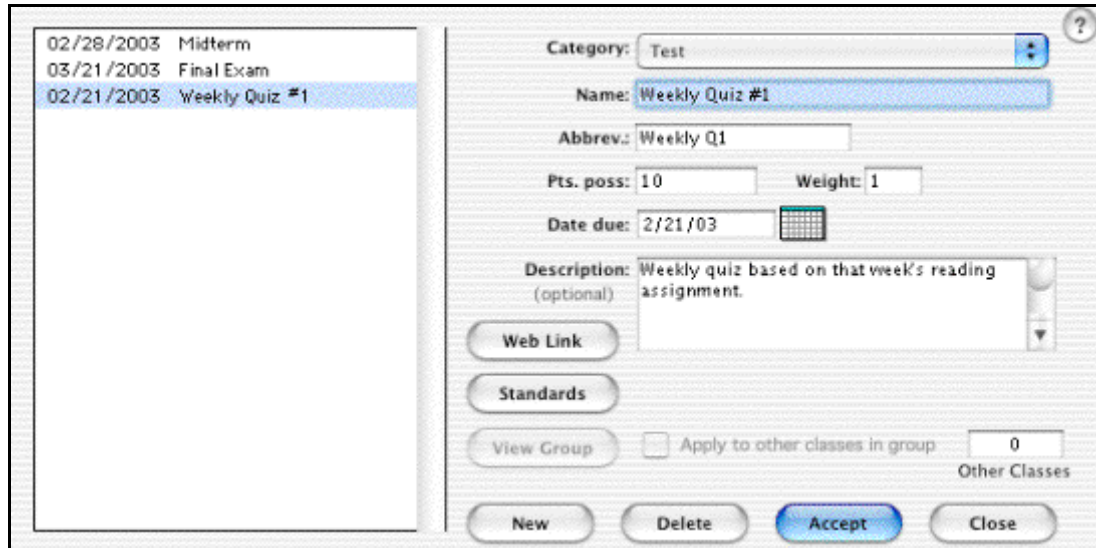
Extra Credit Assignments

PowerGrade makes it easy to set up extra credit work without penalizing those who do not complete the work. Create an assignment with zero points possible so that it doesn't count against students who don't try for extra credit. When students turn in extra credit, enter the appropriate scores for the assignment. These points count toward their grade; however, because the

assignment has zero points possible, the lack of a score does not count against the final grade of those students who did not complete it.

How to View Assignment Details

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Assignments (or click the Assignments icon). The Assignments page appears.

3. Select an assignment from the assignment list on the left side of the page. Details for the selected assignment appear on the right:

Field	Description
[Assignment List]	The list of available assignments appears. If no assignments are entered, this field is blank. When you select an assignment, its details appear on the right side of the page.
Category	Use the pop-up menu to select an assignment category. For more information, see the section "**Assignment Categories**."
Name	Enter the assignment name.
Abbrev.	Enter an abbreviation for the assignment. Various PowerGrade reports use this abbreviation.
Pts. Poss.	Enter the number of points possible.

Field	Description
Weight	Enter a weight for the assignment (optional). The system multiplies both the assignment's points possible and the students? scores by this weight when calculating final grades.
	For example, suppose that there are three assignments worth 10 points each, and a student earns 5, 6, and 7 points on them. All of the assignments have a weight of 1 except for the first assignment, which has a weight of 2. This means that for this student's final grade, PowerGrade makes the first assignment worth 20 points ? so the student earns 10 points on that assignment. The other two assignments do not change because they have a weight of 1. Thus, the student earns 23 out of a possible 40 points.
	You can also use this feature to turn off an assignment by giving it a weight of zero. For more information on weighting, see the section "**Weight Grades**."
	You can use decimal weights such as 1.5 or 2.25. If you do, category subtotals and final point totals might include several decimal places.
Date due	Click the calendar button to select the date the assignment is due. Use the arrows to navigate forward or backward by month or year. After navigating to the appropriate month and year, select the day the assignment is due. The selected date displays in the "Date due" field.
Description	Enter a description of the assignment (optional). Parents can read this description when they log in to PowerSchool.
Web Link	Click Web Link to enter any URLs and explanatory text that might be helpful to students or parents. Parents can read this information.
Standards	Click Standards to apply standards to this assignment. The Standards dialog appears.
	Standards are the average scores for tests and assignments, and are typically used for state reporting purposes. For more information about standards, see the section "**Standards**."
View Group	Click View Group to view the class group to which the current class is associated. Use this information to determine if you want to copy this assignment to other classes in the group. To do so, see the field "Apply to other classes in the group."
Apply to other classes in group	Select this checkbox to apply the assignment to other classes in the group. The assignment only applies to courses in the same group for the same term.

Field	Description
Other Classes	In addition to the current class, the number of other classes that include this assignment appears.

4. Close the dialog and return to the class spreadsheet when you finish viewing the assignment details.

How to Create Assignments

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Assignments (or click the Assignments icon).

3. On the Assignments page, click New. The cursor appears in the Name field.

4. Use the following table to enter information in the fields:

Field	Description
[Assignment List]	The list of available assignments appears. If no assignments are entered, this field is blank.
	When you select an assignment, its details appear on the right side of the page.
Category	Choose an assignment category from the pop-up menu. For more information, see the section "**Assignment Categories**."
Name	Enter the assignment name.
Abbrev.	Enter an abbreviation for the assignment. Various PowerGrade reports use this abbreviation.

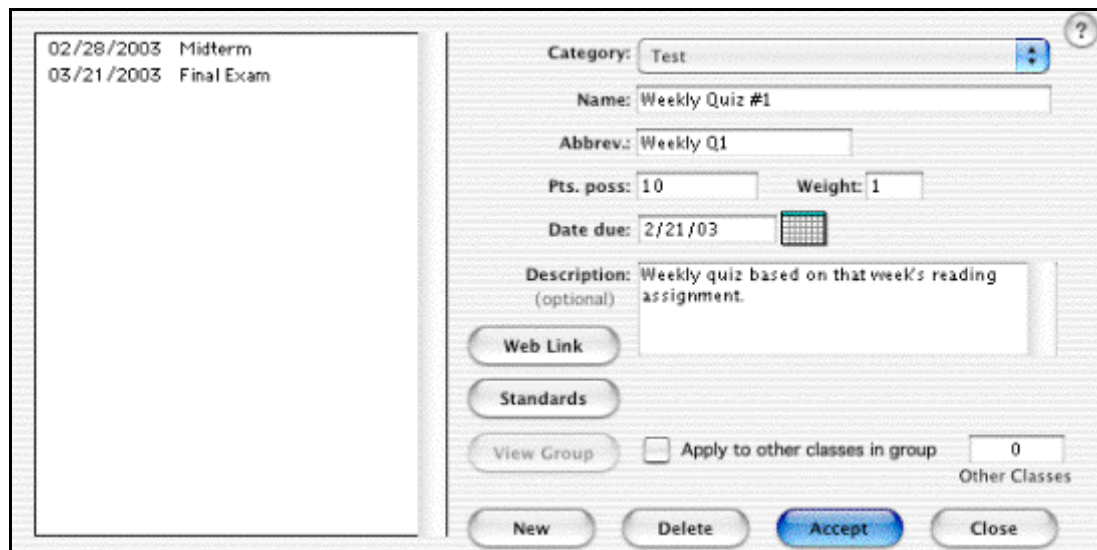| Field	Description
Pts. Poss.	Enter the number of points possible.
Weight	Enter a weight for the assignment (optional). The system multiplies both the assignment's points possible and the students? scores by this weight when calculating final grades.
	For example, suppose that there are three assignments worth 10 points each, and a student earns 5, 6, and 7 points on them. All of the assignments have a weight of 1 except for the first assignment, which has a weight of 2. This means that for this student's final grade, PowerGrade makes the first assignment worth 20 points ? so the student earns 10 points on that assignment. The other two assignments do not change because they have a weight of 1. Thus, the student earns 23 out of a possible 40 points.
	You can also use this feature to turn off an assignment by giving it a weight of zero. For more information on weighting, see the section "**Weight Grades**."
	You can use decimal weights such as 1.5 or 2.25. If you do, category subtotals and final point totals might include several decimal places.
Date due	Choose a date due from the pop-up menus or enter the date using the format mm/dd/yyyy.
Description	Enter a description of the assignment (optional). Parents can read this description when they log in to PowerSchool.
Web Link	Click Web Link to enter any URLs and explanatory text that might be helpful to students or parents. Parents can read this information.
Standards	Click Standards to apply standards to this assignment. The Standards dialog appears.
	Standards are the average scores for tests and assignments, and are typically used for state reporting purposes. For more information about standards, see the section "**Standards**."
View Group	When creating an assignment, click View Group to view the class group to which the current class is associated. Use this information to determine if you want to copy this assignment to other classes in the group. To do so, see the field "Apply to other classes in the group."
	You cannot edit this field after initially saving the assignment.

Field	Description
Apply to other classes in group	When creating an assignment, select this checkbox to apply the assignment to other classes in the group. The assignment only applies to courses in the same group for the same term. You cannot edit this field after initially saving the assignment.
Other Classes	In addition to the current class, the number of other classes that include this assignment appear.

5. Click Accept. The new assignment appears on the left.

6. Do one of the following:

    - Click New Assignment and repeat this process to add other assignments.

    - Close the Assignments page. The new assignment(s) appear on the class spreadsheet.

How to Edit Assignments

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Assignments (or click the Assignments icon). The Assignments page appears.

3. Select an assignment from the assignment list on the left. Details for the selected assignment appear on the right.

4. Use the following table to enter information in the fields:

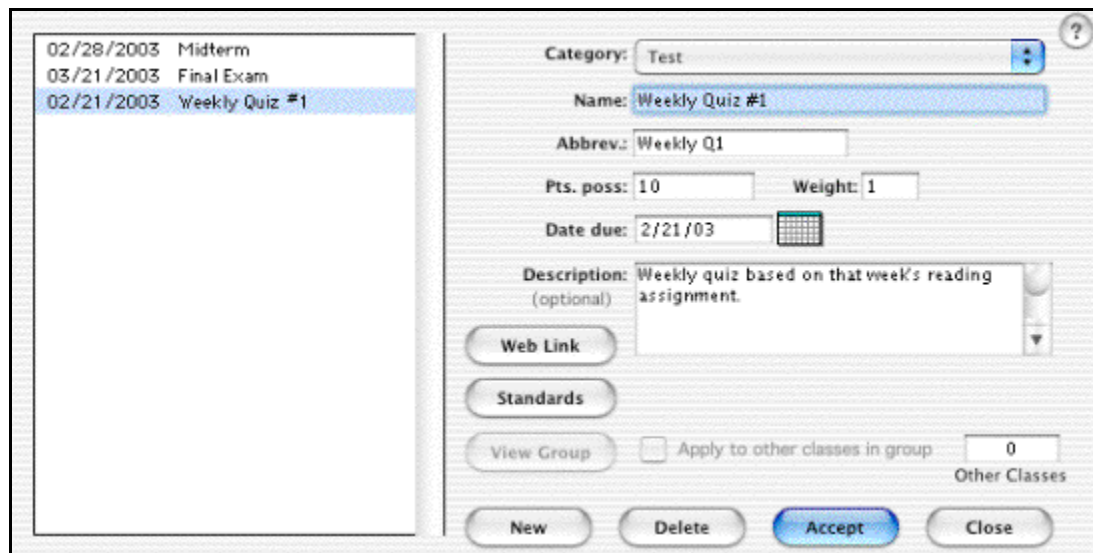| Field	Description
[Assignment List]	The list of available assignments appears. If no assignments are entered, this field is blank. When you select an assignment, its details appear on the right side of the page.
Category	Choose an assignment category from the pop-up menu. For more information, see the section "**Assignment Categories**."
Name	Enter the assignment name.
Abbrev.	Enter an abbreviation for the assignment. Various PowerGrade reports use this abbreviation.
Pts. Poss.	Enter the number of points possible.
Weight	Enter a weight for the assignment (optional). The system multiplies both the assignment's points possible and the students? scores by this weight when calculating final grades. For example, suppose that there are three assignments worth 10 points each, and a student earns 5, 6, and 7 points on them. All of the assignments have a weight of 1 except for the first assignment, which has a weight of 2. This means that for this student's final grade, PowerGrade makes the first assignment worth 20 points ? so the student earns 10 points on that assignment. The other two assignments do not change because they have a weight of 1. Thus, the student earns 23 out of a possible 40 points. You can also use this feature to turn off an assignment by giving it a weight of zero. For more information on weighting, see the section "**Weight Grades**." You can use decimal weights such as 1.5 or 2.25. If you do, category subtotals and final point totals might include several decimal places.
Date due	Click the calendar button to select the date the assignment is due. Use the arrows to navigate forward or backward by month or year. After navigating to the appropriate month and year, select the day the assignment is due. The selected date displays in the "Date due" field.
Description	Enter a description of the assignment (optional). Parents can read this description when they log in to PowerSchool.
Web Link	Click Web Link to enter any URLs and explanatory text that might be helpful to students or parents. Parents can read this information.

Field	Description
Standards	Click Standards to apply standards to this assignment. The Standards dialog appears.
	Standards are the average scores for tests and assignments, and are typically used for state reporting purposes. For more information about standards, see the section "**Standards**."
View Group	When creating an assignment, click View Group to view the class group to which the current class is associated. Use this information to determine if you want to copy this assignment to other classes in the group. To do so, see the field "Apply to other classes in the group."
	You cannot edit this field after initially saving the assignment.
Apply to other classes in group	When creating an assignment, select this checkbox to apply the assignment to other classes in the group. The assignment only applies to courses in the same group for the same term.
	You cannot edit this field after initially saving the assignment.
Other Classes	In addition to the current class, the number of other classes that include this assignment displays.

5. Click Accept to save your changes.

6. Close the Assignments page.

How to Delete an Assignment

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Assignments (or click the Assignments icon). The Assignments page appears.

3. Select the assignment you want to delete. Details for the selected assignment appear on the right.

4. Click Delete. A warning message appears.
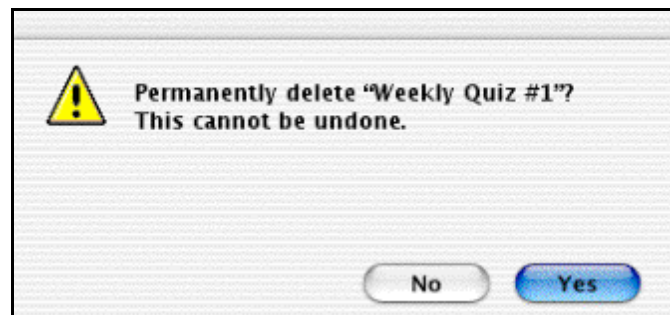
5. Click Yes.

6. Close the Assignments page. The class spreadsheet appears.

Assignment View Options

After you create assignments, you can sort and hide them on the class spreadsheet. For more information on creating assignments, see the section **Assignments**.

How to Sort Assignments

PowerGrade displays assignments on the spreadsheet in the order you create them. However, you can rearrange them as often as you like using the Sort Assignments function. You can sort by date, name, or abbreviation, and group by category.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Utilities > Re-order Assignments. The Re-order Assignments page appears.
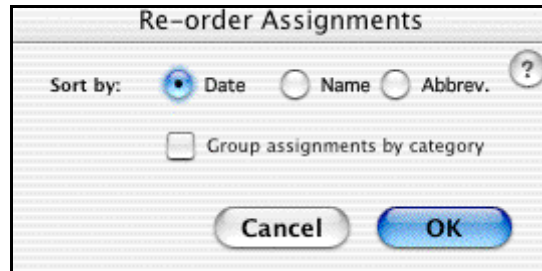
3. Use the following table to enter information in the fields:

Field	Description
Sort by	Select a sort option. You can choose to have assignments appear and sort by: • Date • Name • Abbreviation
Group assignments by category	Select this checkbox to have the system display and sort the assignments by the associated category. For more information on categories, see the section "**Assignment Categories**."

4. Click OK to save your changes. The class spreadsheet sorts the assignments.

How to Hide Assignments

Periodically, you might not want to view every score for every assignment on the spreadsheet. This is especially true in classes that have numerous assignments or meet the entire year. In PowerGrade, you can hide assignments so that only those during a selected date range display on the spreadsheet. However, these grades are still used to calculate the final grade.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose File > Preferences.

3. On the Preferences page, click the Display tab. The Display tab appears.
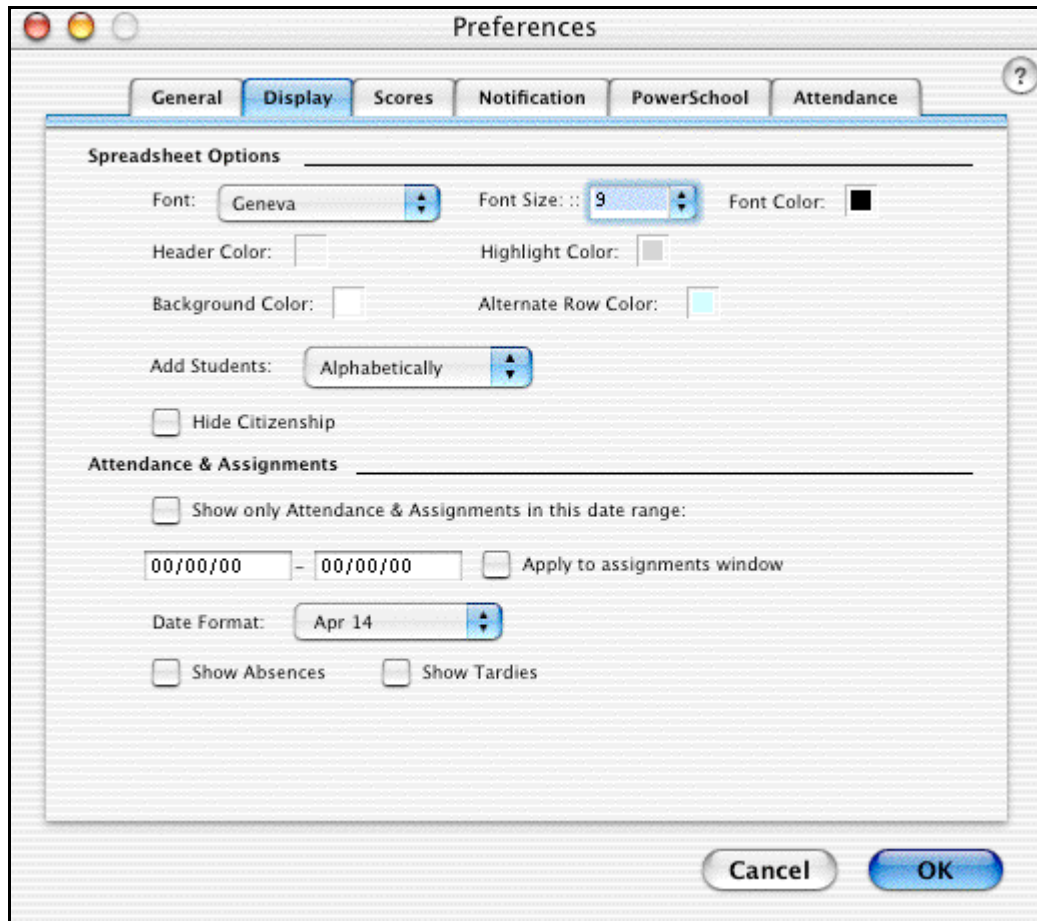
4. Select the "Show only Attendance & Assignments in this date range" checkbox.

   Note: If you want the Assignment page to display only assignments for the same date range, select the "Apply to assignments window" checkbox.

5. Enter the first and last days of the date range.

6. Click OK. The class spreadsheet displays only the assignments where the due dates fall within the specified range. The system notes the date range at the top of the spreadsheet.

   Note: To view all assignments again, return to the Preferences dialog and deselect either or both of the checkboxes.
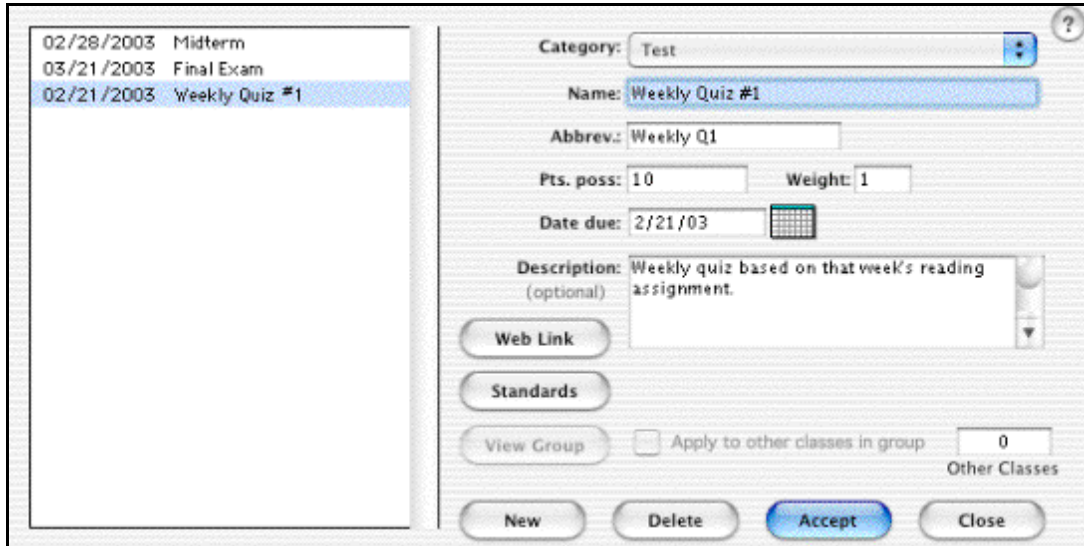
Standards

Some states have curriculum standards. Use assignment standards to track to which standards an assignment applies.

How to Create Standards for an Assignment

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Assignments (or click the Assignments icon). The Assignments page appears.

3. Select an assignment from the assignment list on the left. Details for the selected assignment appear on the right. For more information about working with assignments, see the section "**Assignments**."

4. Click Standards. The Standards page displays a list of predefined standards in the Available Standards column.

5. Use the following table to enter information in the fields:

Field	Description
Available Standards	The list of all standards available to the school appears.
Applied Standards	The list of standards applied to the assignment appears.
Description	A description of the selected standard appears.

6. Click and drag the standards from the Available Standards list to the Applied Standards column.
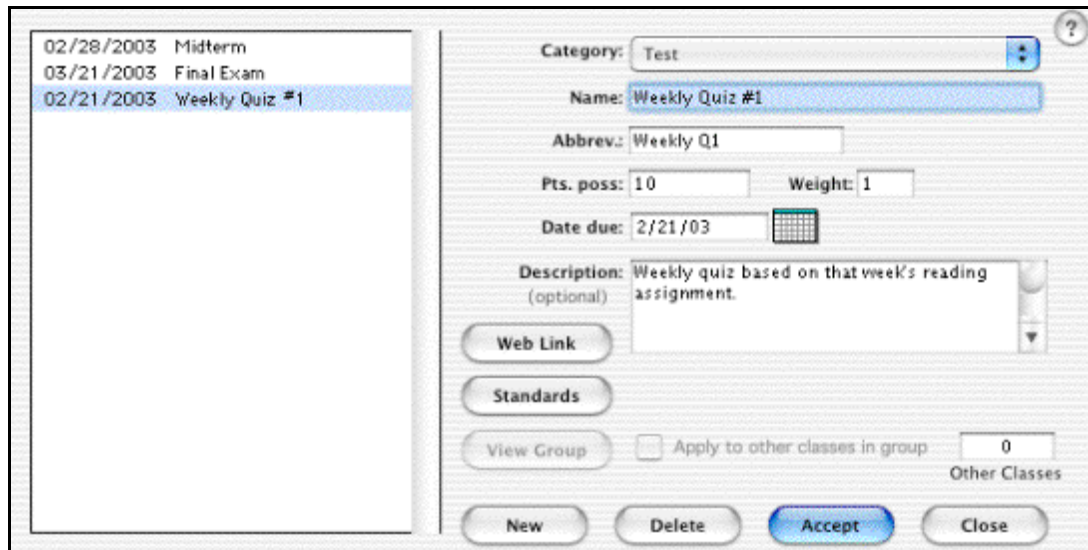
    Note: The standards are sorted alphabetically in the Applied Standards list according to their abbreviations.
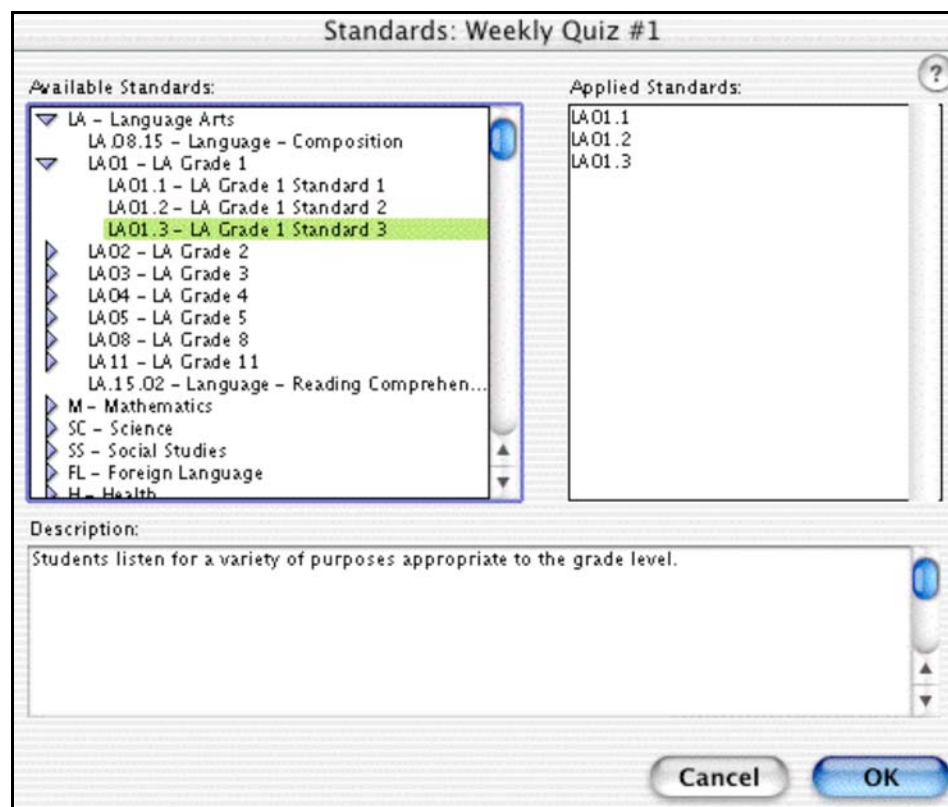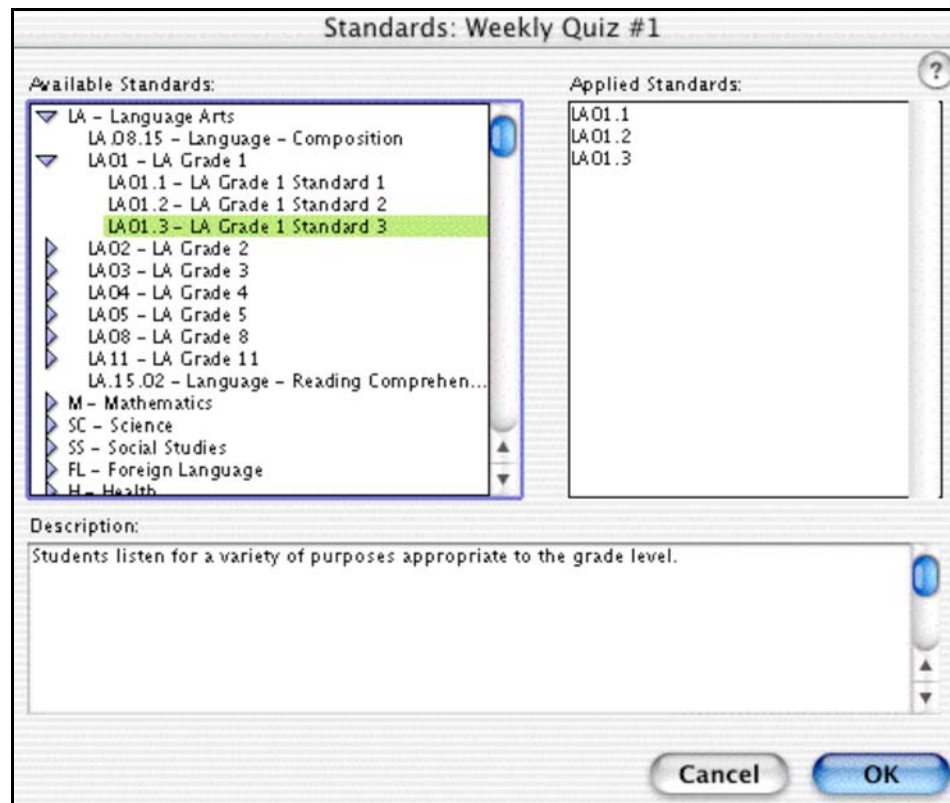
7. Click OK to return to the Assignments page.
8. Close the Assignments page.

How to Delete Standards for an Assignment

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Assignments (or click the Assignments icon). The Assignments page appears.

3. Select an assignment from the assignment list on the left. Details for the selected assignment appear on the right. For more information about working with assignments, see the section "**Assignments**."

4. Click Standards. The Standards page displays a list of predefined standards in the Available Standards column.

5. Use the following table to enter information in the fields:

Field	Description
Available Standards	The list of all standards available to the school appears.
Applied Standards	The list of standards applied to the assignment appears.
Description	A description of the selected standard appears.

6. Click and drag the standards from the Applied Standards list to the Available Standards column.

    Note: The standards are sorted alphabetically in the Applied Standards list according to their abbreviations.
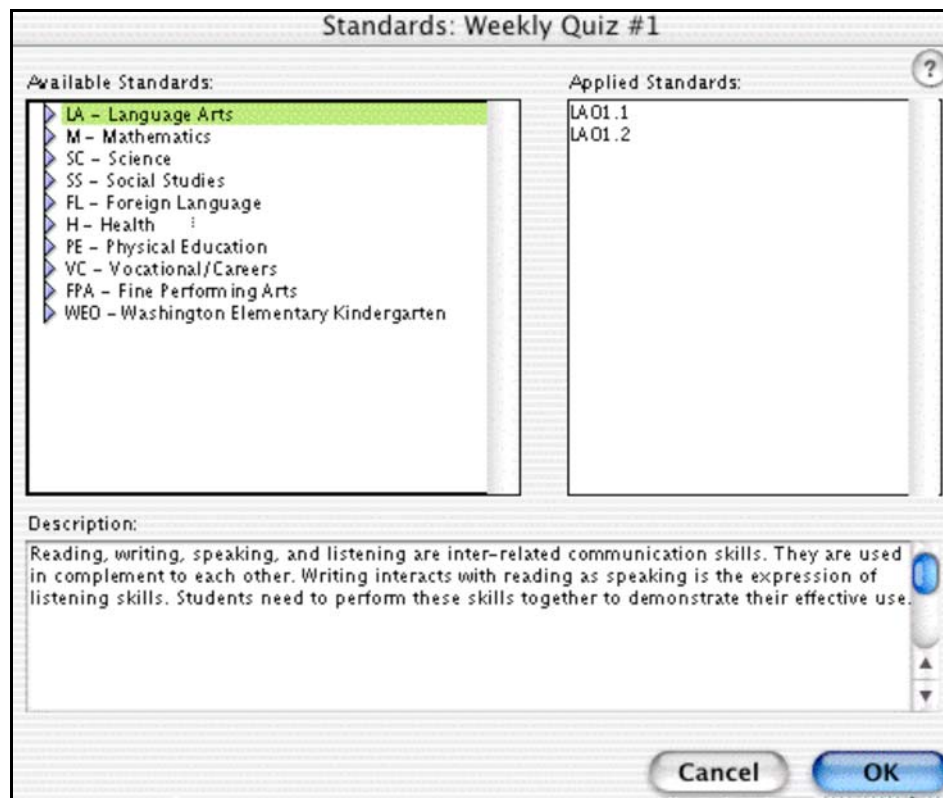
7. Click OK to return to the Assignments page.
8. Close the Assignments page.

Grade Scales

PowerGrade has a flexible grading scale system that assigns grades based on either your personal preferences or your school's guidelines. You can also set up multiple grade scales for the same class if you have a mix of students. For example, if you have resource students and mainstream students in the same class, create different grade scales for the groups.
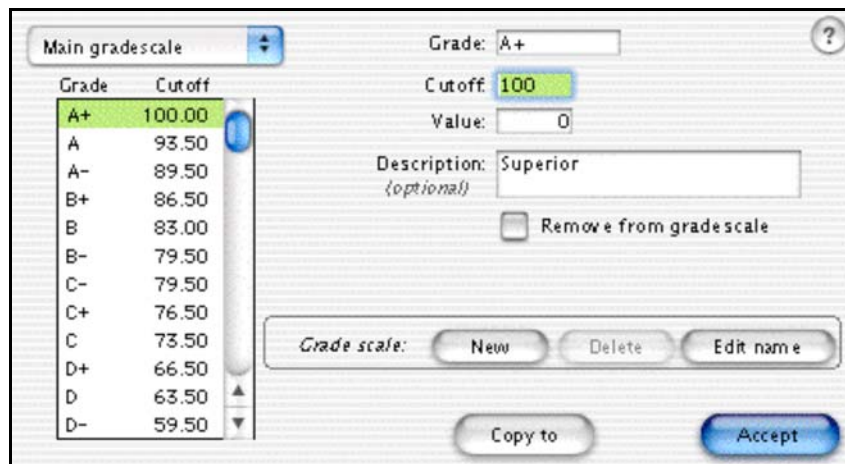
PowerGrade has a default scale that your PowerSchool administrator sets up and downloads from the PowerSchool server. The default scale may or may not work for your classes. Modify it to fit your needs.

You might not have permission to create, edit, or delete grade scales. This setting is determined in PowerSchool at the district level. However, all PowerGrade users can view their grade scales.

How to View and Edit a Grade Scale

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Grade Scale. The Grade Scales page displays the default grade scale.

3. Select a grade from the grade list. Information about the grade appears on the right side of the page.

4. Use the following table to enter information in the fields:

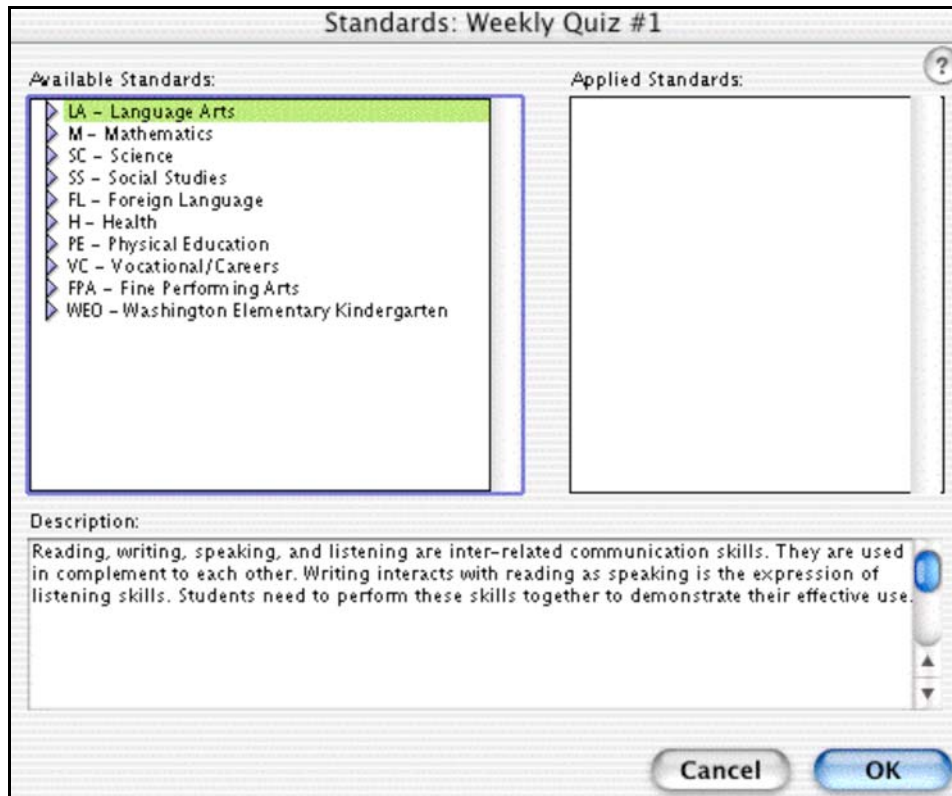| Field	Description
[Grade Scale Name]	The default grade scale name appears. Use the pop-up menu to select a different grade scale.
[Grade List]	The grades included in the selected grade scale, including the letter grade and the cutoff percentage, appear. When you select a grade from the list, its details appear on the right side of the page.
Grade	The selected letter grade appears.
Cutoff	The percentage cutoff for the selected grade appears. The cutoff sets the minimum percentage for scores or totals required to receive this grade.
Value	If you use letter rather than number grades, enter the numeric value of the selected grade. For example, if you give B+ the value of 88 and a student receives a B+ on an assignment, the
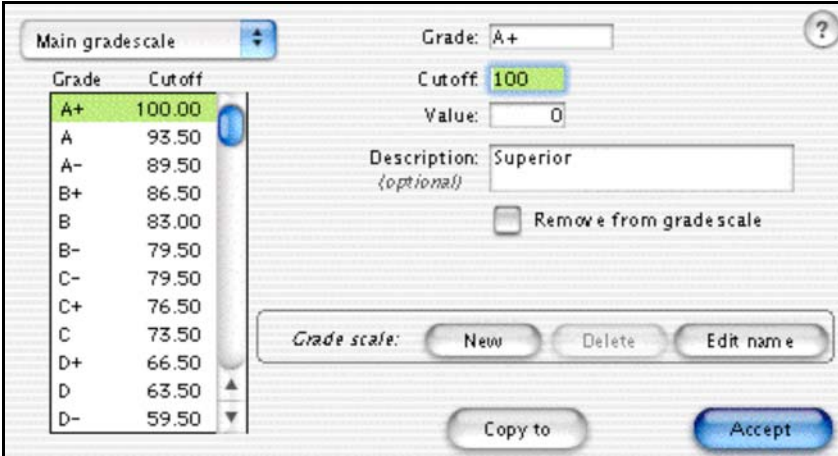
Field	Description
	letter grade appears in the gradebook but PowerGrade calculates 88% in the final grade. Students cannot receive a score less than zero. By inserting a value of ?1 for the grade, the system effectively removes it from the grade scale. PowerGrade will not recognize this grade. When you finish making changes, the grade moves to the bottom of the list and displays a cutoff of -1.
Description	Enter a description for the grade scale (optional).
Remove from gradescale	Select this checkbox to remove the selected grade from the grade scale.
New	Click New to add a grade scale. For more information, see the section "**How to Create a New Grade Scale**."
Delete	Click Delete to delete the grade scale. **Note:** You cannot delete the default grade scale.
Edit Name	Click Edit Name to enter a new name for the grade scale.
Copy to	If you want to use this grade scale for other classes: a. Click "Copy to." The "Copy to" page appears. b. Select the checkbox(es) next to the class(es) for which you want to copy the grade scale. c. Click Copy to save the grade scale to the selected classes. Click Cancel to return to the previous page. **Note:** If you click Copy, a warning message appears. Click Yes if you are sure you want to overwrite the grade scales for the other classes. Click No to return to the previous page.

Field	Description	
		This will completely overwrite the gradescale(s) in all of the classes you have checked. Proceed? No Yes
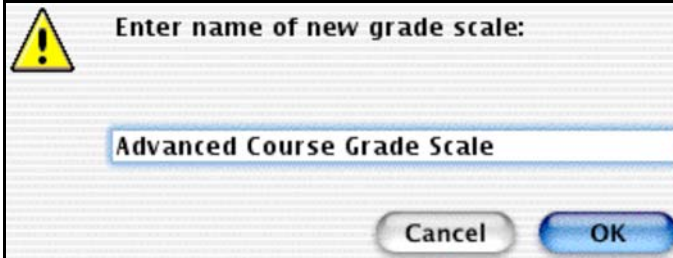
5.   Click Accept to save your changes

How to Create a New Grade Scale

1.   Choose an available class from the Classes menu. The class page for the selected class appears.

2.   Choose Windows > Grade Scale. The Grade Scales page displays the default grade scale.
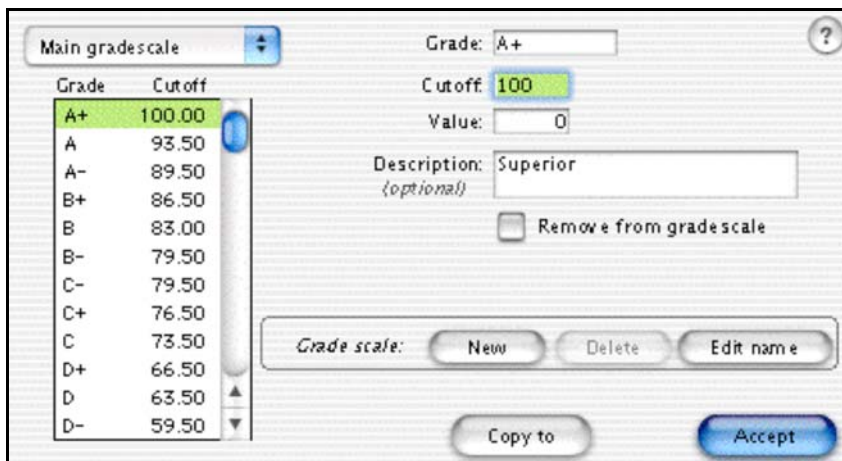
3.   Click New. The Request page appears.

4.   Enter a name for the new grade scale.

5.   Click OK. On the Grade Scales page, the name of the new grade scale appears in the name field. The new grade scale includes the same letter grades and cutoff values as the default grade scale. To edit these values, see the section "**How to View and Edit a Grade Scale**."

How to Delete a Grade Scale

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Grade Scale. The Grade Scales page displays the default grade scale.

3. Use the pop-up menu to select the grade scale you want to delete.

4. Click Delete. A warning page asks if you want to delete the selected grade scale.
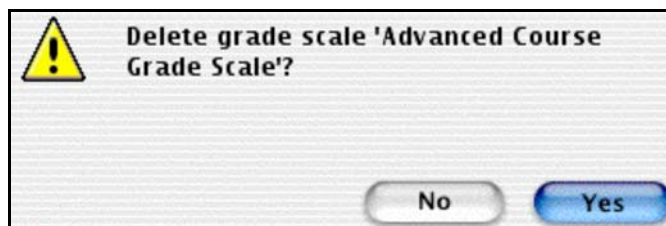
5. Click Yes. The Grade Scales page appears without the deleted grade scale.

6. Close the Grade Scales page. The class spreadsheet appears.
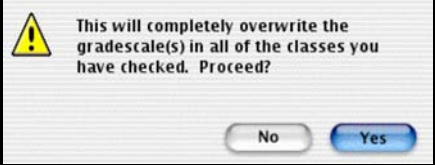
Final Grades

In PowerGrade, a final grade is any grade based on added or averaged scores. Since PowerGrade immediately processes any score you enter, a student can get his or her final grade at any time during the term, even if you only entered one assignment in PowerGrade. When administrators, parents, or students log in to the PowerSchool server, they can view students? current final grades. Final grades appear on the left side of the spreadsheet.

The PowerSchool server is able to alter a final grade based on the attendance points earned. For example, if the limit is set to 10 points and a student reaches that number in any given period, PowerSchool can change the final grade administrators and parents see to NG (no grade).

While the grade on your spreadsheet would not change, it appears in red to notify you of the change on the PowerSchool server. Additionally, a tilde (~) appears after any final grades that the PowerSchool server has changed on your PowerGrade reports. Contact your PowerSchool administrator to find out if your PowerSchool server is set up this way.

See the section "**Final Grades Setup**" to define how to calculate final grades.

Final Grades Setup
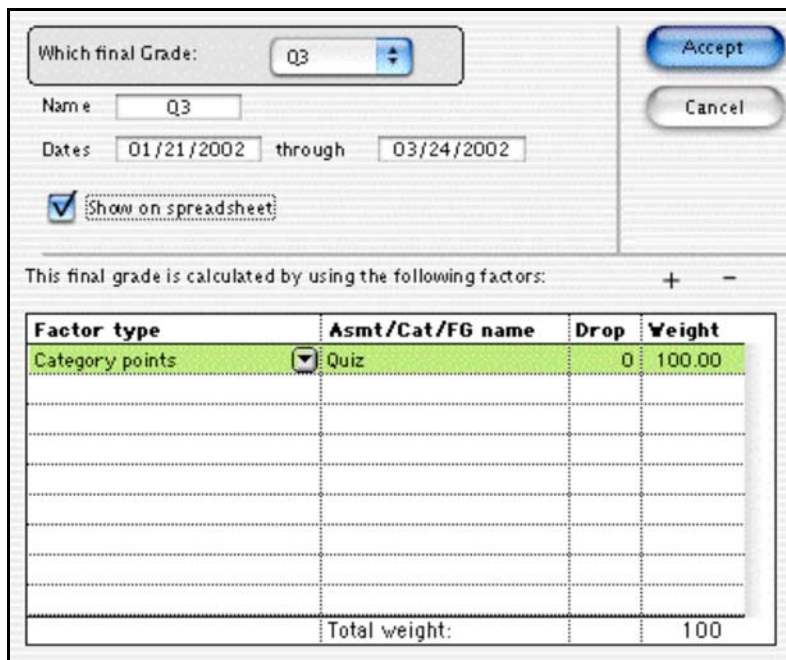
Final grades setup may involve weighting; however, weighting is not required. Weighting gives particular categories or terms more value than others when determining final grades. It is important to set up weighting standards at the beginning of the term and to use care when doing so.

Note: Set up all terms at the beginning of the year to prepare for the remainder of the year.

If you make an error in weighting or do not complete the setup at the beginning of the term, the final grade may not accurately reflect your students? work.

How to Set Up Final Grades

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Final Grades Setup. The Final Grades Setup page appears.

3. Use the following table to enter information in the fields:

Field	Description
Which final Grade	Use the pop-up menu to select the term for which you want to view final grades.
	Note: Your PowerSchool administrator sets the name of the term and its start and end dates. You cannot edit the data in this field.

Field	Description
Name	The term name appears.
	Note: Your PowerSchool administrator sets the name of the term and its start and end dates. You cannot edit the data in this field.
Dates	The start and end dates for the selected term appear.
	Note: Your PowerSchool administrator sets the name of the term and its start and end dates. You cannot edit the data in this field.
Show on spreadsheet	Select this checkbox if you want the final grades for the selected term to appear on the spreadsheet.
Factor type	Use the pop-up menu to select the factor type. You can choose to factor final grades by:
	• "Total points:" Factors the final grade from a total of all points entered for all assignments.
	• "Category points:" Factors the final grade from the category points entered in the system. When you select this option, the Categories page appears. You can select which categories you want to factor in the final grade. Click OK when you finish selecting the appropriate categories.
	• "Single assignment:" Factors the final grade from a single assignment. When you select this option, the Assignments page appears. Select the assignment you want to use as a final grade. Click OK when you finish selecting the assignment.
	• "% from another final grade:" Factors the final grade with a final grade from another term. When you select this option, the Final Grades page displays a list of terms. Select which term final grade you want to use. Click OK when you finish selecting the term.
	After you select the appropriate factor type, the Final Grades Setup page appears.
Asmt/Cat/FG name	The name for the final grade appears, based on the factor type selection. If a name does not appear, enter the name.
Drop	If you select a category and want to drop any low scores from the category assignments, enter the number of low scores to drop.
	Note: This option is available only for the Category Points factor type.

Field	Description
Weight	Enter the percentage weight for the factor type in the final grade. The total weight at the bottom of the list changes with each number you enter.
[Add/Subtract Factor]	Click Add to add a factor; click Subtract to delete a factor from the list. There must always be at least one factor.

Note: To sort the list of final grades alphabetically, press and hold Option (Mac) or Alt (Windows) and click Cancel. A dialog asks if you want to sort the final grade setups. Click Yes, and repeat Step 2 to return to the Final Grades Setup page.

4. Click Accept to save your changes. The spreadsheet appears, and any grades already entered have been recalculated to reflect the weighting.

Note: If you have weighted the factors and their sum does not equal 100%, an error message appears. Click OK to return to the Final Grades Setup dialog and adjust the weights.

Scores

After setting up categories, grade scales, final grade weighting, and assignments, you can begin entering and working with scores. Scores are the individual grades that students receive on assignments and tests.

For specific information on scores, see the following sections:

- "**Enter Scores**"
- "**Insert Scores**"
- "**Delete Scores**"
- "**Edit Scores**"
- "**Types of Scores**"

Enter Scores

You can use PowerGrade to enter and delete scores for individual students or a group of students. There are two ways to enter scores: standard entry and fill. The most common way of entering scores is by standard entry. PowerGrade performs the calculation regardless of which method you use to enter scores.

The methods for entering scores include:

- **Standard score entry**
- **Fill scores**
- **Mass fill final grades**
- **Manually override final grades**

To clear all scores entered manually, see the section "**Clear Manual Final Grades**."

Standard Score Entry

The most common way of recording scores for an assignment is to place the cursor in a cell on the class spreadsheet and manually enter the score. Depending on your preferences, a bell may sound when you enter the first and last scores for a specific assignment. As you enter the scores, the class average appears at the bottom of the assignment column.

Alternatively, enter scores using the Fill Scores function. For more information, see the section "**Fill Scores**."

To enter scores, an assignment must exist for the selected class.

How to Use Standard Score Entry

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Click in the assignment column for the first student for whom you want to enter scores.

3. Enter the score.

4. Press Return (Mac) or Enter (Windows) to move to the next field. Repeat Step 3 to enter more scores.

   Note: After entering several grades, you can use the Home and End keys to move to the selected student's first and last assignments. In addition, you can repeat the previous score for the next student on the roster by pressing the single quotation mark key (').

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 majority of the students.

To fill scores, an assignment must exist for the selected class.

How to Fill Scores

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Enter any scores for the assignment that differ from the score that most students received. For example, if two students received a score of 9 on an assignment and the rest of the class received a 10, enter the scores for the two students.

3. Choose Utilities > Fill Scores. The Fill Scores page appears

4. Use the following table to enter information in the fields:

Field	Description
Assignment	The assignment name appears.
Fill Value	Enter the score to fill.
Fill only unrecorded scores	If you entered scores in Step 2, select the checkbox to "Fill only unrecorded scores." **Note:** If you do not select this checkbox, PowerGrade overwrites previously recorded scores.
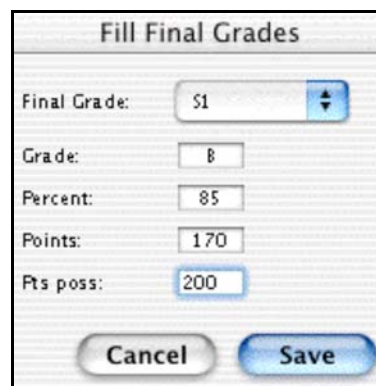
5. Click OK to save your changes. The class spreadsheet displays the new scores.

Mass Fill Final Grades

Use the Mass Fill Final Grades function to manually and quickly assign final grades for the entire class without having to enter the score for each student record.

How to Mass Fill Final Grades

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Utilities > Mass Fill Final Grades. The Fill Final Grades page appears.

3. Use the following table to enter information in the fields:

Field	Description
Final Grade	Use the pop-up menu to select the term name for which you are entering final grades.
Grade	Enter the final grade.
Percent	Enter the percent of the final grade.
Points	Enter the points of the final grade
Pts Poss.	Enter the number of points possible.

4. Click Save to save your changes. The class spreadsheet displays the final grades.

Manually Override Final Grades

After you enter final grades or use the Mass Fill Final Grades function to assign final grades for the entire class, you can manually override the final grades.

To do so, final grades must exist for the selected class.

How to Manually Override Final Grades

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Double-click the final grade you want to override. The Final Grade page appears.

3. Use the following table to enter information in the fields:

Field	Description
[Student Name]	The student's name appears.
[Term]	The term for the final grade appears.

Field	Description
Manually override this grade	Select this checkbox to override the grade. You cannot proceed without selecting this checkbox.
Grade	Enter the final grade.
Percent	Enter the percent of the final grade.
Points	Enter the points of the final grade
Pts. Poss.	Enter the number of points possible.

4. Click Save to save your changes. The class spreadsheet displays the final grade.

Clear Manual Final Grades

Use the Clear Manual Final Grades function to clear manually entered grades. This overrides the final grade calculation formulas.

To clear final grades, final grades must exist for the selected class.

How to Clear Manual Final Grades

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Utilities > Clear Manual Final Grades. The Clear Final Grades page appears.
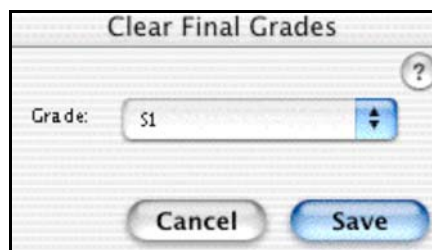
3. Choose the term for which you want to clear all grades from the Grade pop-up menu.

4. Click Save. The class spreadsheet appears.

Insert Scores

Use the Insert Score function to insert a score in a column of grades. Typically, you need to do this when you forgot to enter a score for an individual student. To edit scores, see the section "**Edit Scores**." To delete scores, see the section "**Delete Scores**."

How to Insert a Score for an Individual Student

To insert scores, an assignment must exist for the selected class.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Select the score directly below the score you want to insert.

3. Choose Utilities > Insert Score. A warning message appears.

> **Move scores below this cell down one row?**
>
> No   Yes
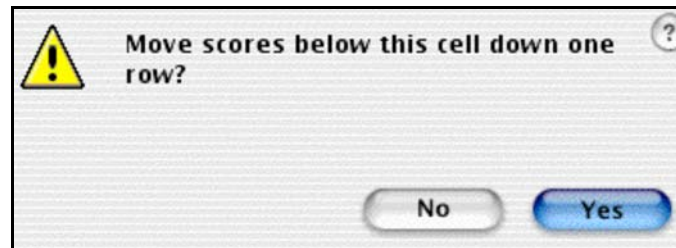
4. Click Yes if you are sure you want to move the scores down by one row. The spreadsheet appears, and the scores move.

5. Enter the score in the blank cell. Close or save the class spreadsheet when you finish entering scores.

Delete Scores

There are two ways to delete scores in PowerGrade: either perform a standard deletion that removes the grade, or shift the rest of the scores in the column up by one row. Use the latter function only if you want to shift the remaining scores. Typically, you would want to do this if you duplicated a score while performing data entry. To insert scores, see the section "**Insert Scores**." To edit scores, see the section "**Edit Scores**."

How to Delete a Score

The Delete Score command is similar to the Insert Score command. However, rather than inserting a blank for a new score, Delete Score removes a grade and shifts all the other scores up by one row. For example, use this feature when the list of recorded scores indicates that you entered one student's score twice.

To delete scores, assignment scores must exist for the selected class.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Click the score you want to delete.

3. Choose Utilities > Delete Score. A warning message appears.

> **Move scores below this cell up by one row?**
>
> No   Yes
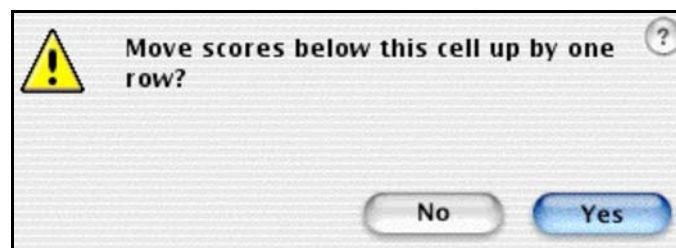
4. Click Yes if you are sure you want to delete the score. The spreadsheet appears, and all the scores shift up by one row.

5. Enter the score in the blank space at the bottom of the column (optional).

How to Use Standard Deletion

Use the Standard Deletion function to replace a grade with a zero. To delete scores, assignment scores must exist for the selected class.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Click the Score you want to delete.

3. Press Delete. No score appears.

Edit Scores

To edit scores, either modify an individual score or override final grades. To override a final grade, see the section "**Enter Scores**."

How to Edit a Single Score

To edit scores, assignment scores must exist for the selected class.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Click the score you want to edit.

3. Enter the new score.

4. Press Return (Mac) or Enter (Windows). The new score appears on the class spreadsheet.

Types of Scores

In PowerGrade, you can work with different types of scores, such as citizenship grades and letter grades.

Citizenship

Record citizenship grades on the class spreadsheet. This entry becomes available for parents to view when they use PowerSchool to check their child's progress.

Each final grade column, such as Q1 or Q2, has a citizenship grade column next to it with a default grade already on the spreadsheet. To change citizenship grades, click in the column until the appropriate citizenship grade appears. Continue clicking to rotate through the codes.

Special Scores

You can use PowerGrade Preferences to create unique grade codes, or use the system's default grade codes. For more information on setting preferences, see the section " **Scores Preferences**."

Exempt Scores

Use the PowerGrade Exempt code to record that a student is exempt from a specific assignment or test. Alternatively, enter an equal sign (=) followed by the code if you created a special code for exempt scores when you set your preferences. In either case, you can change the score later if the student completes the work or if the grade is changed to a zero.

Unrecorded Scores

Enter the PowerGrade default code U or UN to display a grade as unrecorded. Alternatively, enter an equal sign (=) followed by the code if you created a special code for unrecorded scores when you set your preferences. In either case, you can change the score later if the student completes the work or if the grade is changed to a zero.

Custom Score Codes

Use PowerSchool to customize classroom codes to fit your needs and grading practices. Set up special codes either to indicate that a student has not turned in an assignment or to give an assignment a grade of zero until the absent student completes it. For more information on creating custom codes, see the section "**Scores Preferences**."

Letter Grades

Record letter rather than number grades. For example, you may want to display a letter grade of "B" in your gradebook, though it must count as 85% when calculating final grades. For more information on this process, see the section "**Grade Scales**."

Log Entries and Notes

PowerGrade offers several methods of keeping notes on classroom occurrences. There are student log entries, parent notes, assignment notes, private notes, and even a comment bank you can use to create a note using just one keystroke. For more information, see the section "**Comment Bank**."

For specific information on log entries and notes, see the following sections:

- "**Student Log Entries**"
- "**Parent Notes**"
- "**Private Notes**"
- Assignment notes, known as "**Score Comments**"

Student Log Entries

Use the student log to create a record regarding a student's behavior. Many schools use these logs for disciplinary actions so that by the time the student arrives at the office, the log entry is on the PowerSchool server. There, the principal, secretary, or other administrator can read the entry. You can also use the student log to record positive achievements. Before submitting your first entry, discuss how the log is being used in your school with your PowerSchool administrator.

Regardless of your reason for creating the entry, the system immediately sends a student log entry to the PowerSchool server, where it is stored in the student's permanent record. After you submit a log entry, only a principal or other designated administrator can remove or edit it. Likewise, only a principal or other designated administrator can view the entry after you enter it. It is no longer available to you for reference or editing.

Note: To see your log entries in the future, copy and paste them into the private note under the student's roster number.

How to Submit Student Log Entries

Use the Submit Student Log command to make an entry in a student's permanent log.

1. Choose an available class from the Classes menu. The class page for the selected class appears.
2. Choose Utilities > Submit Student Log Entry. The Submit Log Entry page appears.

3. Use the following table to enter information in the fields:

Field	Description
Student	Use the pop-up menu to select the student for whom you want to make a new log entry.
Date	The current date appears. **Note:** If you are retroactively creating the entry, enter the date using the format mm/dd/yyyy.
Subject	Enter the subject for the new entry.
Log entry	Entry a description of the student's log entry. **Note:** This log entry becomes part of the student's permanent record.

4. Click OK to save your changes. The log entry is sent to the PowerSchool server, and no record of the log entry remains on your computer.

Parent Notes

Creating parent notes is another way to record a student's progress or behavior in your class. Parents can read the log entry when they access PowerSchool. PowerGrade sends the note to the PowerSchool server. In PowerSchool, parent notes are called teacher comments. If you do not delete the note or comment from your local PowerGrade application before grades are stored, it becomes part of the student's permanent record.

You can use any combination of the following methods to create parent notes: enter text, paste text copied from a student log entry, or use the comment bank. The comment bank can save quite
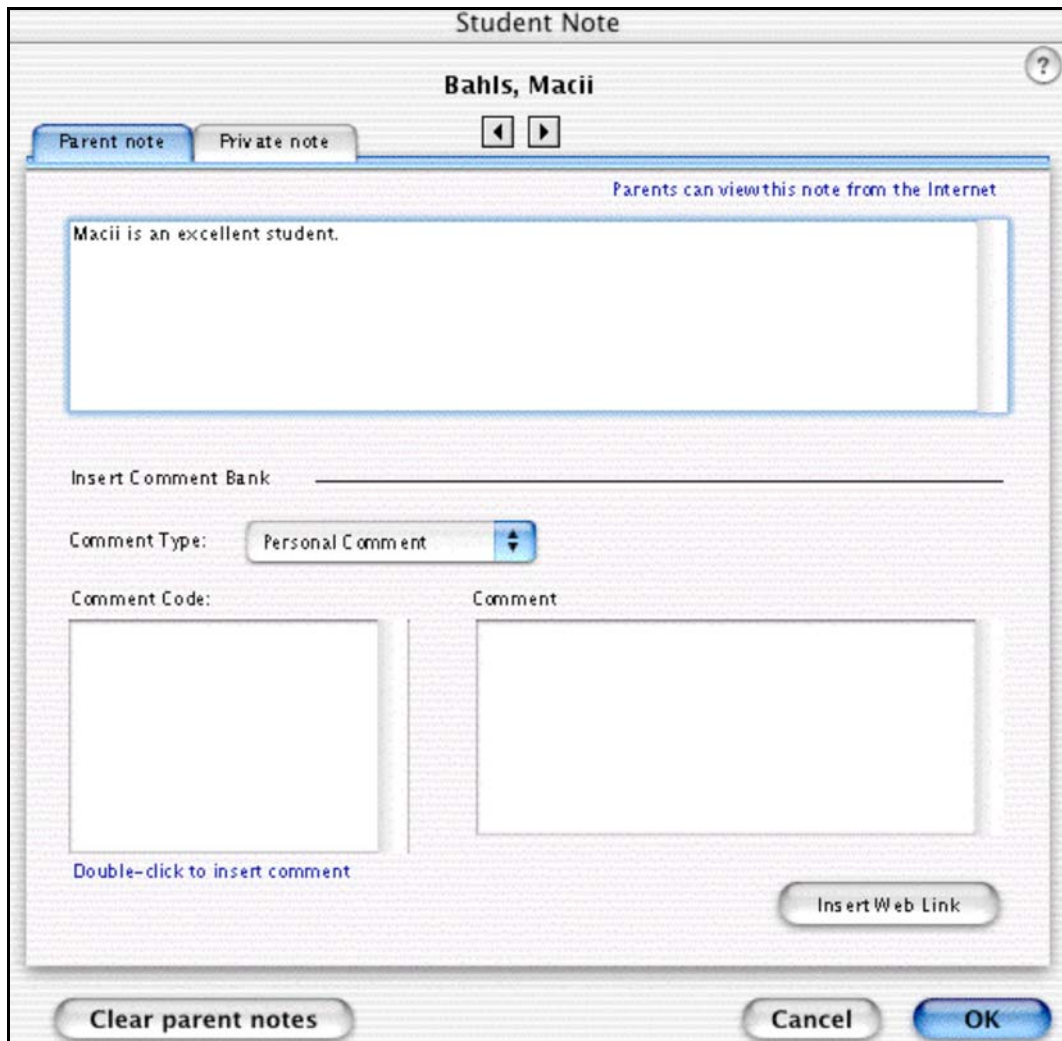
a bit of time when creating parent notes because you can enter the notes used most often. Build a **comment bank** before you begin entering parent notes.

How to Create a Parent Note

There must be at least one assignment for the class before creating a parent note.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Double-click the number next to the student's name to enter a note for that student. The Student Note page appears.

    Note: The Student Note page displays the "Parent note" tab. If this tab does not appear, click the "Parent note" tab.

3. Use the following table to enter information in the fields:

Field	Description
Student Name	Click Forward or Back below the student's name to open the Student Note dialog for other students in the class.
[Parent Note]	The system displays a note for the parents to view in PowerSchool. Enter a note in this field or copy and paste a note from the student log entry. You can also insert a comment from the comment bank by double-clicking the Comment Code.
Comment Type	Use the pop-up menu to select a personal or school comment. If you select Personal Comment, double-click the appropriate code to enter a comment from your comment bank. If you select School Comment, double-click the code you want to insert. Only the comment code number appears in the note. However, parents view the full text of the comment without the code.
Comment Code	The comment code you selected appears.
Comment	The comment description for the selected comment code appears.
Insert Web Link	Click Insert Web Link to insert a URL and description.
Clear parent notes	Click "Clear parent notes" to delete any associated comments. **Note:** The "Clear parent notes" function clears all parent notes for all students from your PowerGrade data file. It is not limited to just the student whose note is open. This function does not clear private notes.

4. Click OK to save your changes. The number next to the student appears in red to indicate a note.

Comment Bank

Use the comment bank to quickly enter information in parent notes. You can create your own comment bank codes and use comment bank codes created by your school in PowerSchool.

When working with the comment bank, keep in mind the following points:

- It is suggested that you use numbers from zero to nine for comment codes, but you can use any series of numbers and letters up to eight characters in length.
- To edit or delete a comment, first double-click the comment in the Comment Bank dialog.
- If you forget which code triggers the comment, choose Windows > Comment Bank.
- You can resize the Comment Bank dialog. The next time you open your comment bank, the dialog is the same size and in the same place on the page.

- Comments are available for all classes, not just the class that is open when you create a comment.

- Your comments should be general so that you can use them for any student. You can create incomplete sentences that you can finish as you write your notes for an individual student.

- Build your comment bank over time. It is not necessary to create all comments at once.

- Both parents and school administrators can view parent notes.

- Use the comment bank to create notes to parents.

How to Create the Personal Comment Bank

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Comment Bank. The Comment Bank page appears.
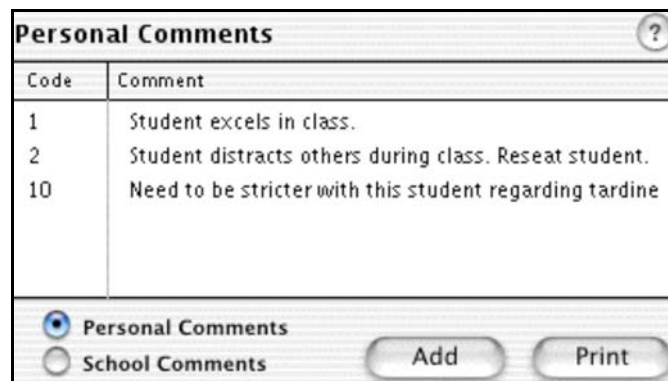
3. Select Personal Comments at the bottom of the page, if necessary. The Personal Comments page displays the code and comment. You can select the comment and print it from this page.

4. Click Add. The Comment Bank page appears.
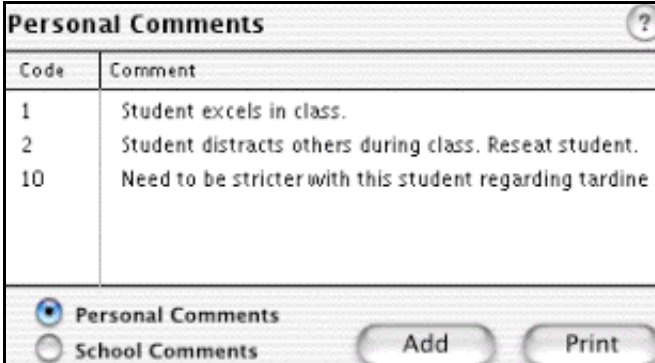
5. Use the following table to enter information in the fields:

Field	Description
Code	Enter the code.
Comment	Enter a description for the comment.
Web Link	To include a link to a web site in the comment, complete the following steps: a. Click Web Link. The Web Link page appears. b. Enter the web address in the URL field. c. Enter the text to display for the link in the "Link text" field. d. Select the checkbox to "Open this link in a new browser window." e. Click OK.

6. Click OK to save your changes. The Comment Bank dialog displays the new comment.
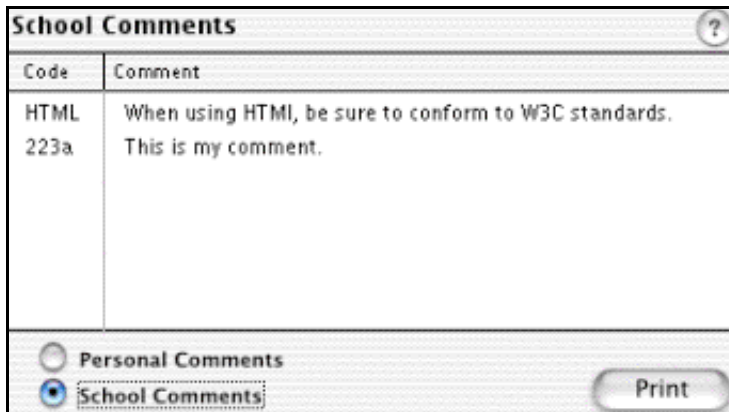
How to View School Comments

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Windows > Comment Bank. The Comment Bank page appears.

3. Select School Comments at the bottom of the page. The School Comments page displays the school code and comment descriptions.

4. Click Print to print the school comment bank (optional).

Private Notes

Private notes are for your eyes only; no one can view your private notes unless they have access to your PowerGrade data file.

How to Create a Private Note

There must be at least one assignment for the class before creating a parent note.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Double-click the number next to the student's name to enter a note for that student. The Student Note page appears.
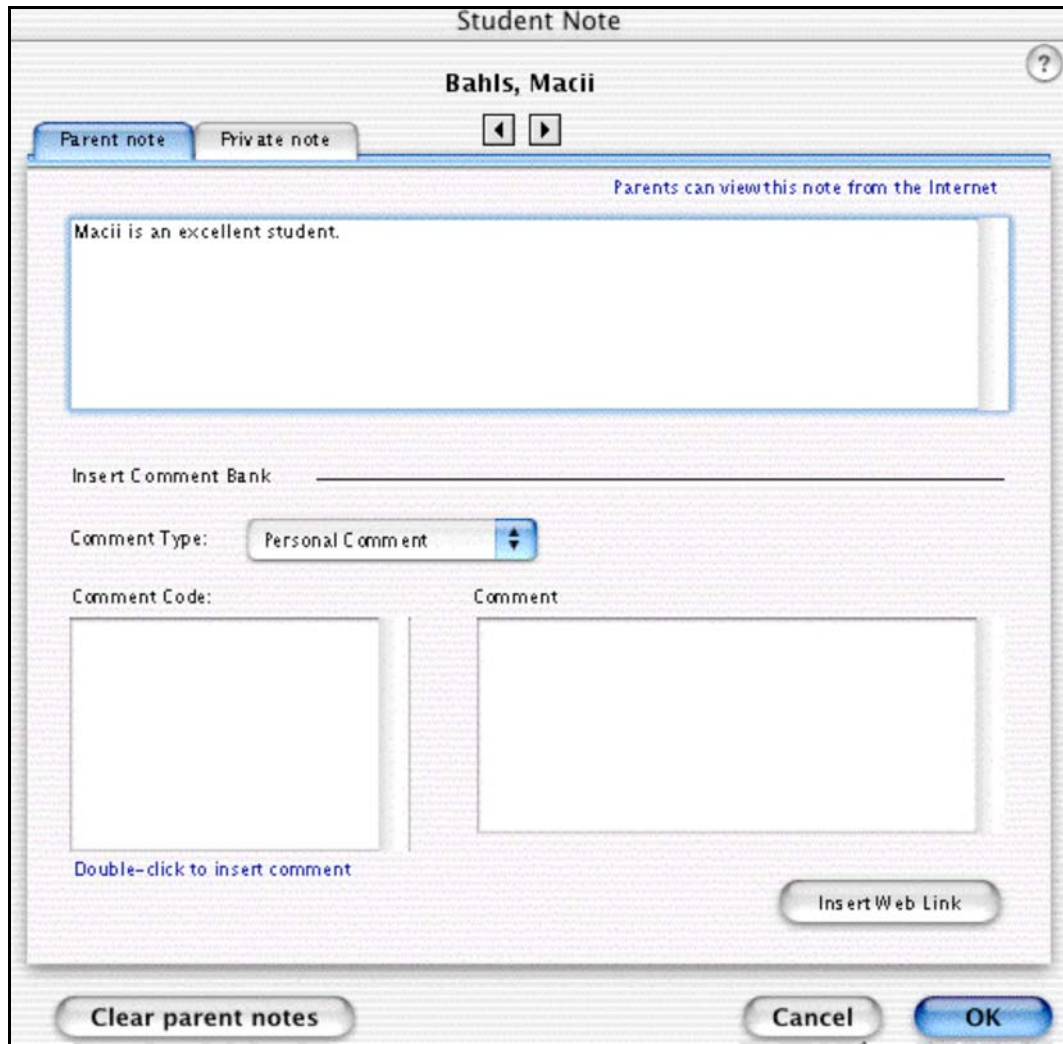
3. Click the "Private note" tab. The "Private note" tab appears.

4. Use the following table to enter information in the fields:

Field	Description
[Student Name]	Click Forward or Back below the student's name to open the Student Note dialog for other students in the class.
[Private Note]	Enter a description of the private note.
Clear parent notes	Click "Clear parent notes" to delete any associated comments. **Note:** The "Clear parent notes" function clears all parent notes for all students from your PowerGrade data file. It is not limited to just the student whose note is open. This function does not clear private notes.

5. Click OK to save your changes. The number next to the student appears in red to indicate a note.

Score Comment

Use the Score Comment function to make a note about a student's work on an individual assignment. Parents using PowerSchool Parent Access to check their child's progress can view these notes.

After selecting an assignment score, you can attach a score comment. For example, indicate a reason that a student submitted a late assignment.

How to Enter Score Comments

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Click the grade to be annotated.

3. Press and hold Command (Mac) or Control (Windows), then press N. The Score Comment page appears.

4. Use the following table to enter information in the fields:

Field	Description
Student	The student's name appears.
Assignment	The assignment name associated with the score appears.
Web Link	Click Web Link to enter a URL and description for the score comment.
Note	Enter a comment. **Note:** Parents can view this note in PowerSchool.

5. Click OK to save your changes. The score appears in red to indicate a comment.

Reports

PowerGrade's reporting functions help you create customized reports with minimal effort. All five types of reports require you to follow the same steps. You can also use the Export function to export data from PowerGrade to a spreadsheet application and the Graphs function to set up charts and graphs for student information and assignments.

Before creating a report, determine which of the **types of PowerGrade reports** you will use. Then, **work with reports** to create or modify them. Use PowerGrade's **Charts** function to create chart-type reports.

Types of PowerGrade Reports

There are five types of reports you can create using PowerGrade:

- Individual student reports provide assignment scores and final grade information for one student at a time.

- Roster reports create class rosters using the parameters you define. Choose what information to include on the roster.

- Spreadsheet format reports help you create a spreadsheet-style report of all assignments, assignment categories, grades, and other class information.

- Missing assignments reports display which students lack which assignments. PowerGrade adds a cutting guide so that you can cut out each student's report.

- Attendance grid reports list all students and provide an area to take attendance quickly and easily. For example, Physical Education teachers use this report since they are not at a computer during roll call.

Work With Reports

Create a new PowerGrade report or modify an existing one. Then, preview, print, or export the report. For more information, see the sections "**Create a Report**," "**Modify a Report**," " **Preview a Report**," " **Print a Report**," and "**Export a Report**," respectively. See the section "**Sample Reports**" for examples of types of reports that you can create.

Create a Report

When you create a report, you are creating a report template that can be used repeatedly. For example, create a Roster report, and run the report each year to keep a record of the students in your class.

You can create up to 30 reports. If you create more than that, PowerGrade drops the first report on the list and adds the newest one. For more information on editing or deleting a report, see the section "**Modify a Report**."

The Create Report page displays the following tabs: "Basic report info," Options, Header, Footer, and Which Students. When you create a report, you select the type of report on the "Basic report info" tab. Set up the parameters on the remaining tabs to customize the report.

The following is a brief description of the parameters found on the report setup tabs:

- "**Basic report info**:" Use this tab to select and name the type of report you are creating.

- **Options**: Use this tab to define how scores appear on the report. For example, select to display grades instead of percentages. You can also customize display options for assignments and final grades.

- **Header**: Use this tab to identify how to present information at the top of the report.

- **Footer**: Use this tab to set up how to present information at the bottom of the report.

- **Which Students**: Use this tab to select the group of students to include on the report, such as all students currently enrolled in the class.
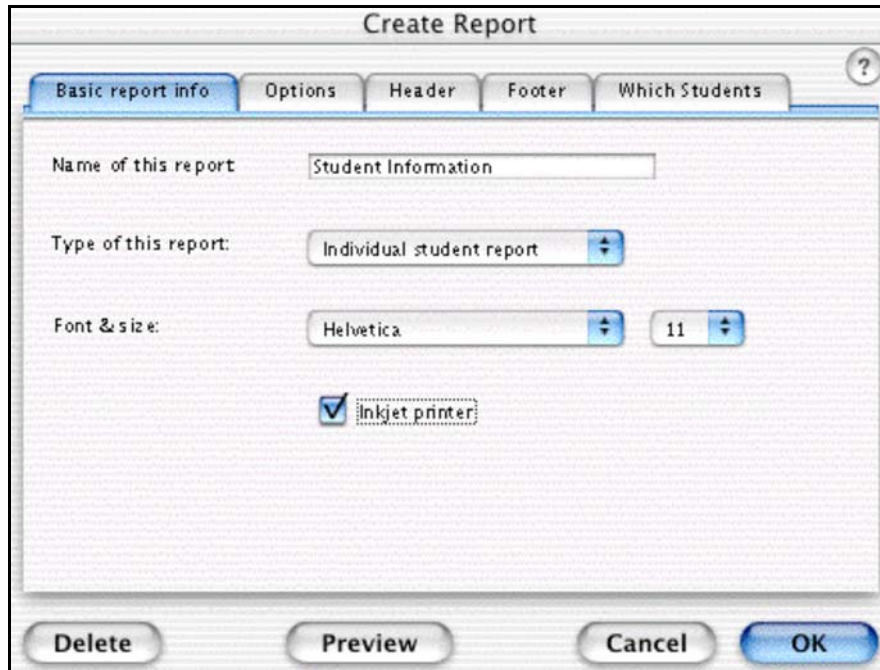
All tabs except the Options tab are the same for all five types of reports. For a description of the variations of the Options tab for each type of report, see the section "**Options Tab**."

Basic Report Information Tab

Use the "Basic report info" tab to identify the name and type of report you are working with.

How to Use the Basic Report Information Tab

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Reports > Create. The Create Report page appears.

3. Use the following table to enter information in the fields:

Field	Description
Name of this report	Enter a report name.
Type of this report	Use the pop-up menu to select the type of report. For more information, see the section "**Types of PowerGrade Reports**." • Individual student • Roster • Spreadsheet format • Missing assignments • Attendance grid
Font & size	Select a font type and size.
Inkjet printer	Select this checkbox if you are printing the report on an inkjet printer.
Delete	Click Delete to delete the report. This function is available on all tabs. When you click Delete, a warning message appears. Click Yes to permanently delete the report.
Preview	Click Preview to view a copy of the report. This function is available on all tabs.

4. Click OK to save your changes.

Header Tab

The header is the information that appears above the report data. PowerGrade automatically inserts some basic information that most teachers find useful. If you do not want to include this information, select the default text and press Delete.

In addition to using text in the header, you can also use comment codes. Comment codes tell PowerGrade what information to pull from your data file. By inserting a comment code in the header, you are telling PowerGrade to find that field in the specified records and to insert the data from the field in the report. It is a merge process similar to that used in word processing.

If you insert `<student number>`, PowerGrade finds the data in the student number field of the specified records and inserts it in the printed report. Take a moment to review the data codes you can include on your report; they may be different than those in the example. If you would like a code that is not included on the list, contact your PowerSchool administrator.

How to Use the Header Tab

1. On the Create Report page, click the Header tab. The Header tab appears.

2. Use the following table to enter information in the fields:

Field	Description
Insert comment code	Use the pop-up menu to select the comment code. When you select the code to include on the report, it appears in the header field.
	When working with comment codes:
	• Use the student attendance codes to insert the number

Field	Description
	of absences or tardies. When you insert this code, it appears as either <# absences> or <#tardies>. The final report displays the absences or tardies for the entire year. To display this information for a specific term only, enter a colon followed by the term after the code.
	The following example inserts the number of tardies for the second quarter: <#tardies:Q2>.
	• Use the final grade codes to insert information concerning final grades. When you insert this code, it appears as <FG Grade:>, <FG Points:>, <FG Pts poss:>, <FG Percent:>, or <Citizenship:>. The final report displays the specified final grade of the current term. To display this information for a different term, enter a colon followed by the term after the code.
	The following example inserts the final grade for the second quarter: <FG Grade:Q2>.
	• Use the category codes to insert information concerning categories of assignments. When you insert this code, it displays as <CAT points:>, <CAT pts poss:>, <CAT percents:>, or <CAT grade:>. Then, enter the name of the category after the code to appear, such as <CAT Points:Homework>. The final report displays the specified category information for the current term. To display this information for a different term, enter a colon followed by the term after the category name.
	The following example inserts the category points for homework in the second quarter: <CAT points:Homework:Q2>.
[Header field]	Use the pop-up menu to select the specific codes. Enter any text that you want to appear on the report. There is no limit to the number of comment codes you can use.
	Note: Delete any default text, codes, or information that you do not want in your report. Verify that the cursor is placed where you want your new text to start.
Font & size	Select a font type and size.
[Justification]	Use the pop-up menu to select the justification: • Left • Center • Right
Delete	Click Delete to delete the report. This function is available on all tabs. When you click Delete, a warning messages appears. Click

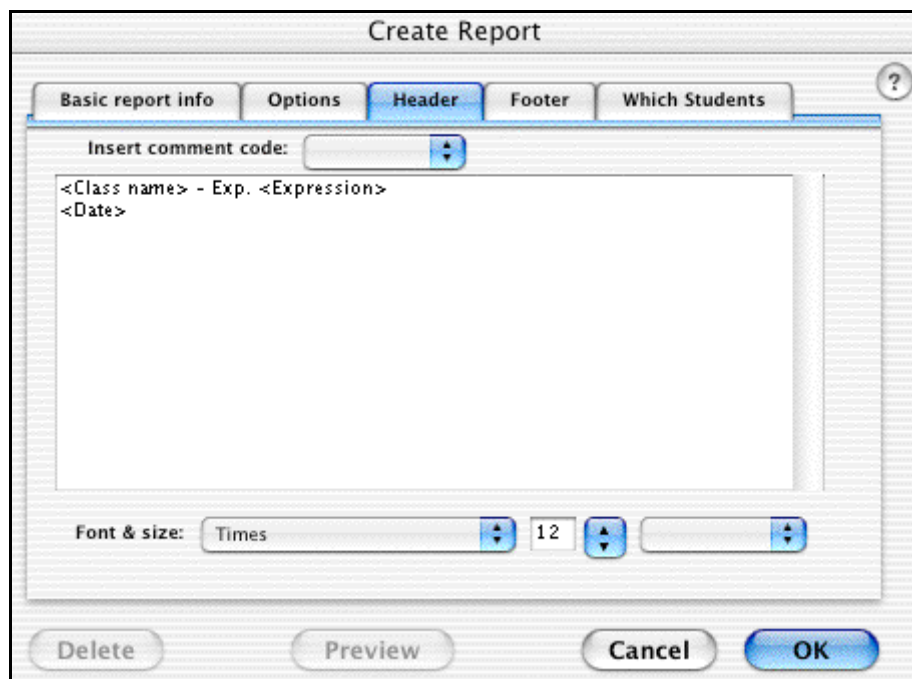| Field	Description
	Yes to permanently delete the report.
Preview	Click Preview to view a copy of the report. This function is available on all tabs.

3. Click OK to save your changes.

Footer Tab

The Footer tab is the same as the Header tab, except that the information is inserted below rather than above the report data. Create a footer using comment codes just as you create a header.

How to Use the Footer Tab

1. On the Create Report page, click the Footer tab. The Footer tab appears.

2. Use the following table to enter information in the fields:

Field	Description
Insert Comment Code	Use the pop-up menu to select the comment code. When you select the code to include on the report, it appears in the footer field. When working with comment codes: • Use the student attendance codes to insert the number of absences or tardies. When you insert this code, it

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Field	Description
	appears as either <# absences> or <#tardies>. The final report displays the attendance or tardies for the entire year. To display this information for a specific term only, enter a colon followed by the term after the code.
	The following example inserts the number of tardies for the second quarter: <#tardies:Q2>.
	• Use the final grade codes to insert information concerning final grades. When you insert this code, it appears as <FG Grade:>, <FG Points:>, <FG Pts poss:>, <FG Percent:>, or <Citizenship:>. The final report displays the specified final grade of the current term. To display this information for a different term, enter a colon followed by the term after the code.
	The following example inserts the final grade for the second quarter: <FG Grade:Q2>.
	• Use the category codes to insert information concerning categories of assignments. When you insert this code, it appears as <CAT points:>, <CAT pts poss:>, <CAT percents:>, or <CAT grade:>. Then, enter the name of the category after the code to appear, such as <CAT Points:Homework>. The final report displays the specified category information for the current term. To display this information for a different term, enter a colon followed by the term after the category name.
	The following example inserts the category points for homework in the second quarter: <CAT points:Homework:Q2>.
[Footer field]	Use the pop-up menu to select the specific codes. Enter any text that you want to appear on the report. There is no limit to the number of comment codes you can use.
	Note: Delete any default text, codes, or information that you do not want in your report. Verify that the cursor is placed where you want your new text to start.
Font & size	Select a font type and size.
[Justification]	Use the pop-up menu to select the justification: • Left • Center • Right
Delete	Click Delete to delete the report. This function is available on all tabs. When you click Delete, a warning messages appears. Click Yes to permanently delete the report.

Field	Description
Preview	Click Preview to view a copy of the report. This function is available on all tabs.

3. Click OK to save your changes.
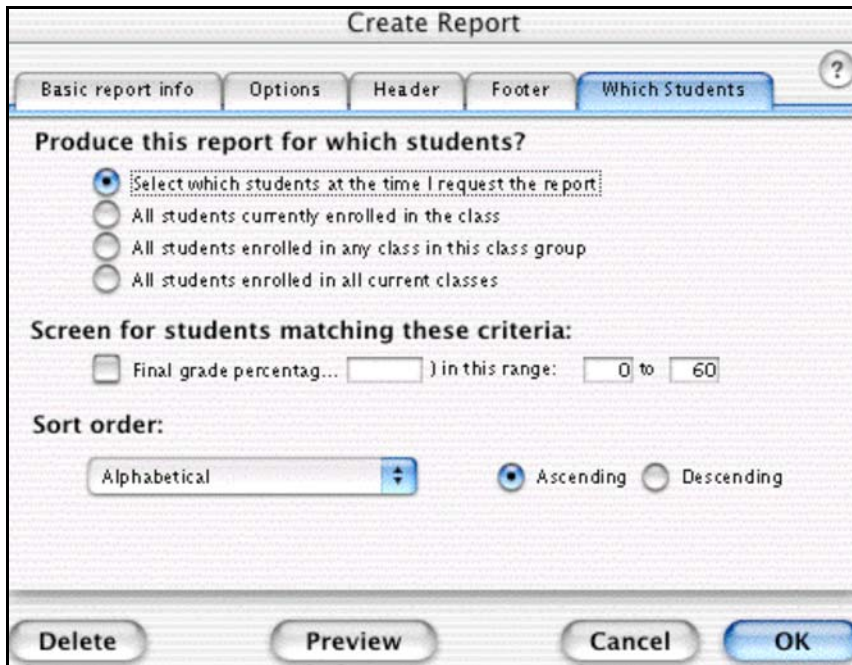
Which Students Tab

Use the Which Students tab to select the students you want to include on the report. This feature is very useful when you want to send a report to just those students who are failing a class.

This tab is the same for all reports; use the instructions below when creating any of the five report types. Always select the report type on the "Basic report info" tab. Then, continue setting up the report by utilizing the additional tabs.

How to Use the Which Students Tab
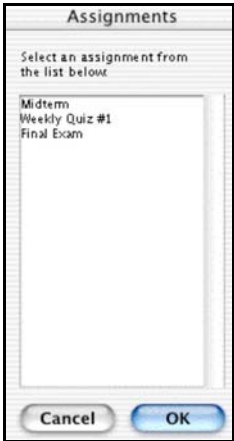
1. On the Create Report page, click the Which Students tab.

2. Use the following table to enter information in the fields:

Field	Description
Produce this report for which students?	Determine which students appear on the report. Select one of the following options: • "Select which students at the time I request the report' • "All students currently enrolled in the class"

Field	Description
	• "All students enrolled in any class in this class group"
	• "All students enrolled in all current classes"
Screen for students matching these criteria	Select the Final Grade Percentage checkbox to filter for a specific final grade percentage. Enter the percentage and the appropriate grade range in the fields.
	Click the Final Grade Percentage field until the term appears; an asterisk (*) indicates the current term.
	Enter the low and high scores of the range to be included in the report.
Sort order	Select a sort option from the pop-up menu. The sort options include:
	• Alphabetical
	• Random
	• "By student number"
	• As-is
	• "By final grade pct:"
	• "By assignment score:"
	• Birthday
	Note: If you select an option ending with a colon, a secondary dialog appears, such as Assignments. Select an option, and click OK.
[Sort order]	Select one of the following options:
	• Ascending Order: Sorts lowest to highest
	• Descending Order: Sorts highest to lowest

Field	Description
Delete	Click Delete to delete the report. This function is available on all tabs. When you click Delete, a warning messages appears. Click Yes to permanently delete the report.
Preview	Click Preview to view the report template.

3. Click OK to save your changes.

Options Tab

The information you define on the Options tab depends on the type of report you are creating. The following information is a brief description of the Options tab for each of the report types available.

How to Define Options for the Individual Student Report

After you select "Individual student report" on the "Basic report info" tab, define its parameters on the Options tab. For this report, use the Options tab to select what type of information to include about each student.

1. On the "Basic report info" tab, choose "Individual student report" from the "Type of this report" pop-up menu.

2. Click the Options tab.

3. Use the following table to enter information in the fields:

Field	Description
For each score show	Select the appropriate checkboxes to select the data you want to appear for each score. You can select any combination of
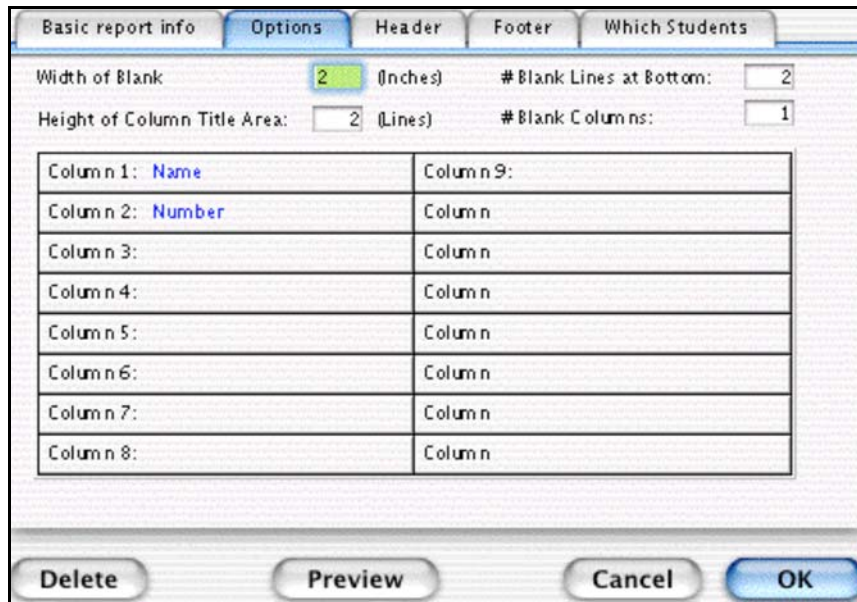
Field	Description
	options: • Date • Score • Points possible • Percent • Grade • Category: To display the category, click the Category field, and choose "Full category name" or "Category abbreviations" from the resulting pop-up menu. • Note
Other options	Select any combination of the following checkboxes: • "Group scores and summarize by category" • "Show final grade" • "Show category totals only (no assignments)"
[Which assignments]	Select an option to indicate whether the report should "Include all assignments" or "Include only assignments contributing to this final grade." If you choose the latter, click in the field until the appropriate term appears. **Note:** An asterisk (*) indicates the current term.
Delete	Click Delete to delete the report. This function is available on all tabs. When you click Delete, a warning message appears. Click Yes to permanently delete the report.
Preview	Click Preview to view a copy of the template.

4. Click OK to save the report template.
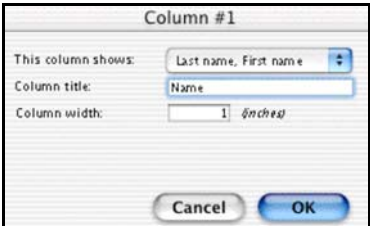
How to Define Options for the Roster Report

Use the Options tab for this report to set up columns for the class roster.

1. On the "Basic report info" tab, choose "Roster report" from the "Type of this report" pop-up menu.

2. Click the Options tab.

Reports

131

3. Use the following table to enter information in the fields:

Field	Description
Width of Blank Columns	Enter the width of blank columns (inches) if you want extra columns on the roster (optional).
Height of Column Title Area	Enter the height of the column title area to identify the number of lines (optional).
# Blank Lines at Bottom	Enter the number of blank lines at the bottom of the roster if you want extra lines (optional).
# Blank Columns	Enter the number of blank columns if you want extra columns to the right of the roster (optional).
Column	Click a Column. The Column [#] dialog appears. a. Enter the column title that you want to appear on the roster. b. Enter the column width if you want to change the default. c. Click OK. The Options tab displays the new column.

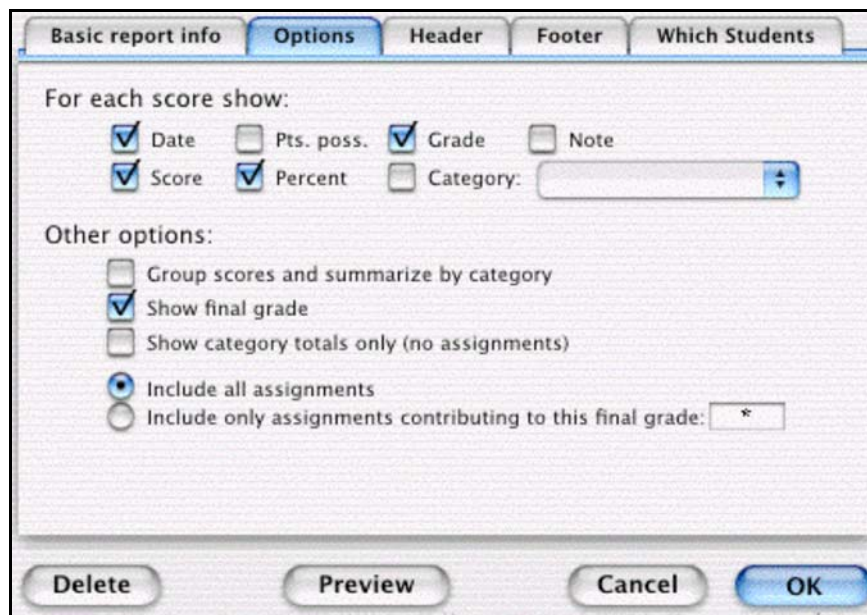| Field	Description
Delete	Click Delete to delete the report. This function is available on all tabs. When you click Delete, a warning message appears. Click Yes to permanently delete the report.
Preview	Click Preview to view a copy of the report template.

4. Click OK to save your changes.

How to Define Options for the Spreadsheet Format Report

The Options tab on this report lets you specify parameters for assignments.

Note: You can skip any of the steps below and accept the defaults for each option.

1. On the "Basic report info" tab, choose "Spreadsheet format report" from the "Type of this report" pop-up menu.

2. Click the Options tab.

3. Use the following table to enter information in the fields:

Field	Description
Show each student's name	Select the appropriate checkbox(es): • Name: The report displays each student's name. • ID: The report displays each student's ID.

PowerSchool

Field	Description
Show each assignment's	Use the pop-up menu to choose how you want the assignment to appear on the report. For example, if you want to display the assignment name, choose "Full name." Select any of the following checkboxes: • Date: The report displays the date of the assignments. • Category: The report displays the assignment category. • "Pts. possible": The report displays the number of points possible.
Width of asmt columns (inches)	Enter the width of the assignment columns in inches.
Width of printed area	Use the pop-up menu to choose the width of the printed area in inches. **Note:** This refers to the size of the printed table. The default value is 6 inches, which provides for 1.25 inches of margin on a standard 8y?- by 11-inch sheet of paper.
Only assignments in this date range	Select this checkbox to include assignments from a specific date range on the report. Enter the start and end dates for the date range using the format mm/dd/yyyy.
Only assignment in this category	Select this checkbox to include only assignments in a specific category. Use the pop-up menu to select the category.
Show student names/IDs only on 1st page	Select this checkbox to show student names or IDs only on the first page of the report if it is two or more pages.
Show category totals	Select this checkbox to show category totals for a specific term. Click the field until the term appears. An asterisk (*) indicates the current term.
Show assignment averages in footer	Select this checkbox to show assignment averages for the class in the footer.
Print assignment key	Select this checkbox to print the assignment answers.

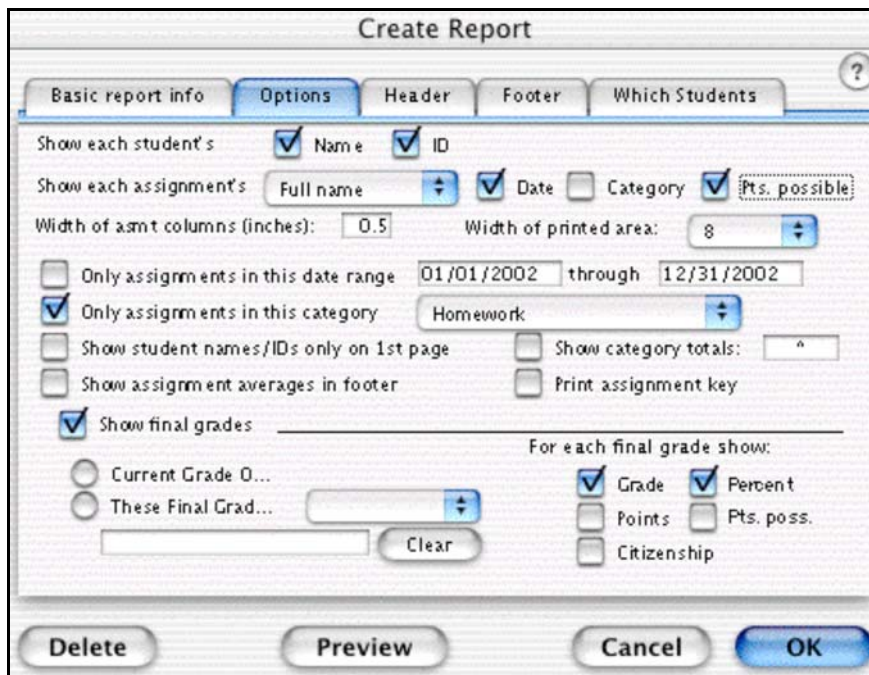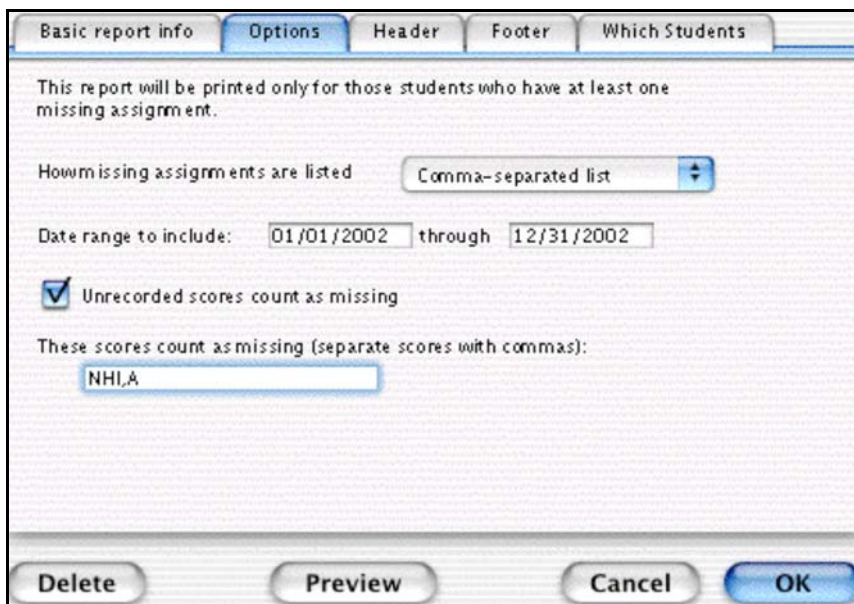| Field	Description
Show final grades	Select this checkbox to display final grades and set up the following: • Select the appropriate option to display either final current grades only or final grades from specific terms. If you choose to display grades from specific terms, use the pop-up menu. If needed, click Clear to reset the field, and then reselect the terms. • Select the remaining checkboxes to indicate what to display for each final grade. You can select as many or as few of these options as needed.
Delete	Click Delete to delete the report. This function is available on all tabs. When you click Delete, a warning message appears. Click Yes to permanently delete the report.
Preview	Click Preview to view a copy of the report template.

4. Click OK to save your changes.

How to Define Options for the Missing Assignment Report

Use the Options tab for this report to specify the range of assignments to scan and how they appear on the report.

1. On the "Basic report info" tab, choose "Missing assignments report" from the "Type of this report" pop-up menu.

2. Click the Options tab.

3. Use the following table to enter information in the fields.

Note: This report will be printed only for those students who have at least one missing assignment.

Field	Description
How missing assignments are listed	Use the pop-up menu to select how the missing assignments are listed on the report. **Note:** Comma-separated assignments conserve space on the paper.
Date range to include	Enter the start and end dates for the date range to include on the report. Use the format mm/dd/yyyy.
Unrecorded scores count as missing	Select this checkbox to indicate that unrecorded scores count as missing.
These scores count as missing	Enter any codes that render an assignment missing. These can include customized codes to indicate items such as work not handed in or incomplete grades. Separate the codes with commas.
Delete	Click Delete to delete the report. This function is available on all tabs. When you click Delete, a warning message appears. Click Yes to permanently delete the report.
Preview	Click Preview to view a copy of the report template.

4. Click OK to save your changes.
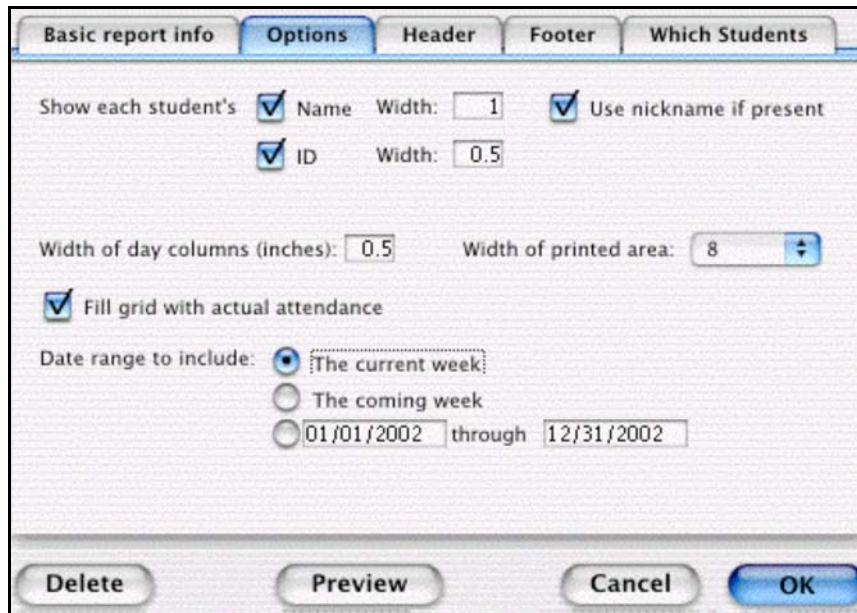
How to Define Options for the Attendance Grid Report

Use the Options tab to select how to arrange the information on the report.

Note: You can skip any of the steps below and accept the defaults for each option.

1. On the "Basic report info" tab, choose "Attendance grid report" from the "Type of this report" pop-up menu.

2. Click the Options tab.

3. Use the following table to enter information in the fields:

Field	Description
Show each student's	Select the checkbox to display each student's name, and enter the appropriate width of the name in inches. Select the "Use nickname if present" checkbox to display the student's nickname, if the student has one. Select the ID checkbox to display each student's ID number, and enter the appropriate width of the ID number in inches.
Width of day columns (inches)	Enter the width of the columns that display the date in inches.
Width of printed area	Use the pop-up menu to choose the width of the report's printed area. The default value is 6 inches, which provides for 1.25 inches of margin on a standard 8y?- by 11-inch sheet of paper.
Fill grid with actual attendance	Select this checkbox to fill the grid with actual attendance values.
Date range to include	Select a specific date range to include in the report. Select one of the following: • The current week • The coming week • [Specific date range]: Enter the start and end dates for the date range using the format mm/dd/yyyy.

Field	Description
Delete	Click Delete to delete the report. This function is available on all tabs. When you click Delete, a warning message appears. Click Yes to permanently delete the report.
Preview	Click Preview to view a copy of the report template.

4. Click OK to save your changes.

    Note: You can save and use this report template for any of your classes. Data and results vary depending on students? progress.
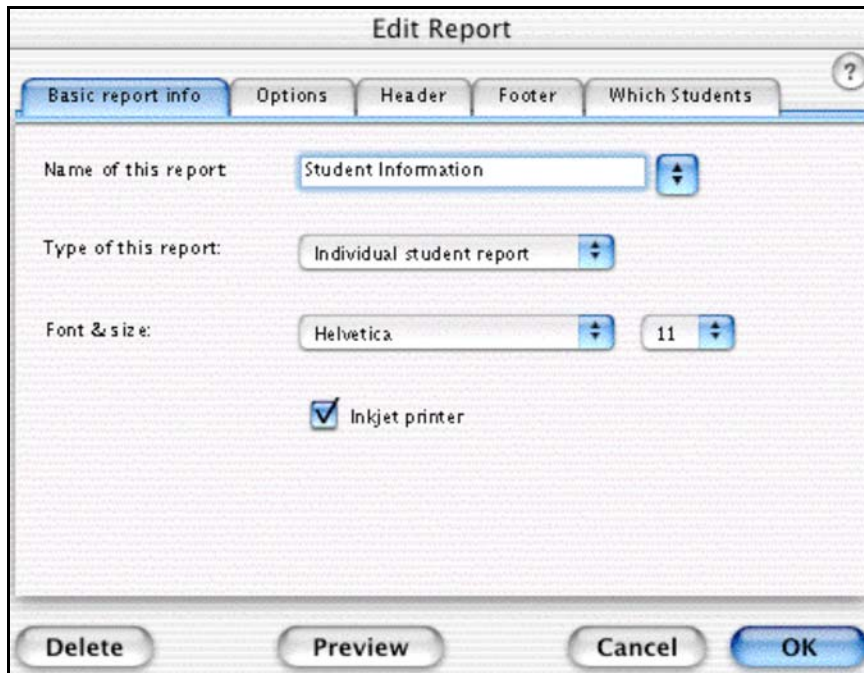
Modify a Report

After you create a report, you can edit or delete it.

How to Edit a Report

Making edits to a report is similar to creating a report because you use the same options.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Reports > Edit. The "Basic report info" tab appears.

3. Select the report you want to edit.

4. Make the necessary changes to any field or option using the instructions in the section "**Create a Report**."

5. Click OK to save the report when you finish making changes.

How to Delete a Report

1. Choose an available class from the Classes menu. The class page for the selected class appears.
2. Choose Reports > Edit. The "Basic report info" tab appears.
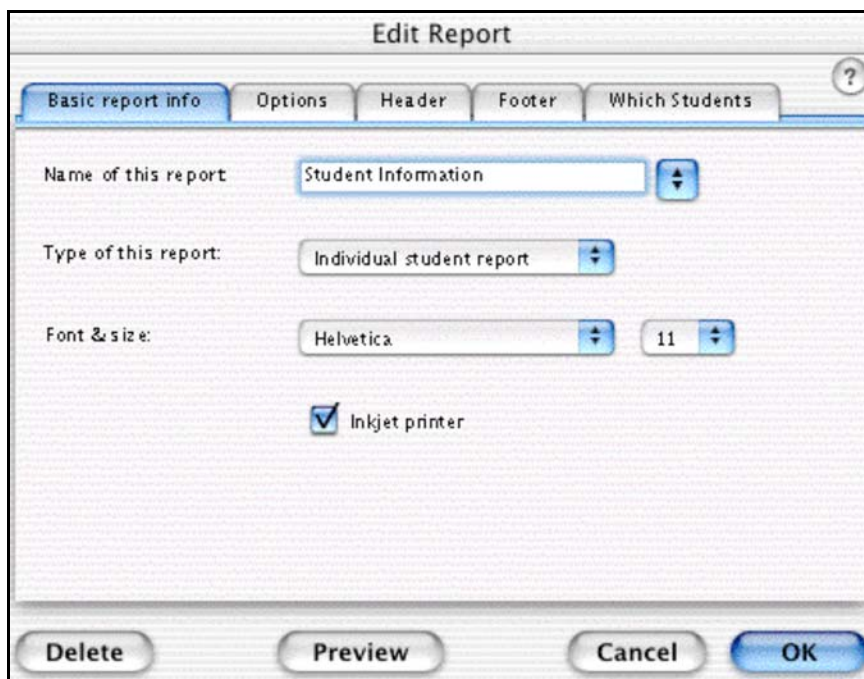
3. Select the report you want to delete.
4. Click Delete. A warning message appears.
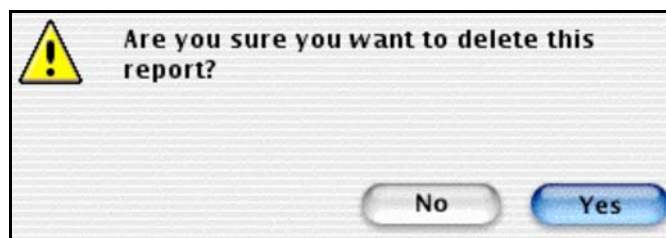
5. Click Yes. The system removes the report.
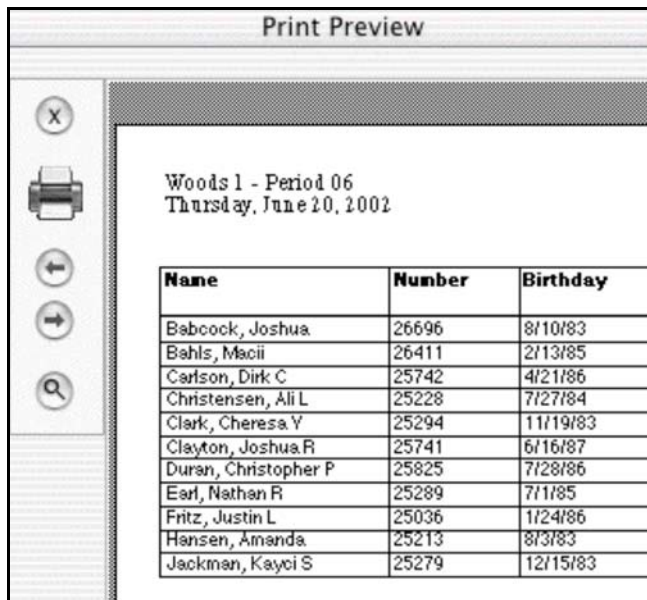
Preview a Report

After you create a report template, preview it to display the results of your report. Use this function before printing any report to ensure that the correct information appears and that it is formatted properly. For more information on printing a report, see the section "**Print a Report**."

There are two methods for previewing a report: while creating the report and from the PowerGrade menu.

How to Preview a Report While Creating the Template

Preview the report while you are creating the template. Click Preview at the bottom of the dialog before clicking OK. The resulting report displays your selections.

You can do any of the following:

- Click the Zoom icon to increase the size of the report display.

- Click the Forward and Back icons to move from page to page.

- If you are satisfied with the results of the report, you can print it by clicking the Print icon. For more information on printing reports, see the section "**Print a Report**."

- Click the Close icon to return to the spreadsheet. The report saves before previewing.

- Press and hold Option (Mac) or Alt (Windows) and click the Close icon to edit the report. For more information on how to edit the report, see the section "**Modify a Report**."
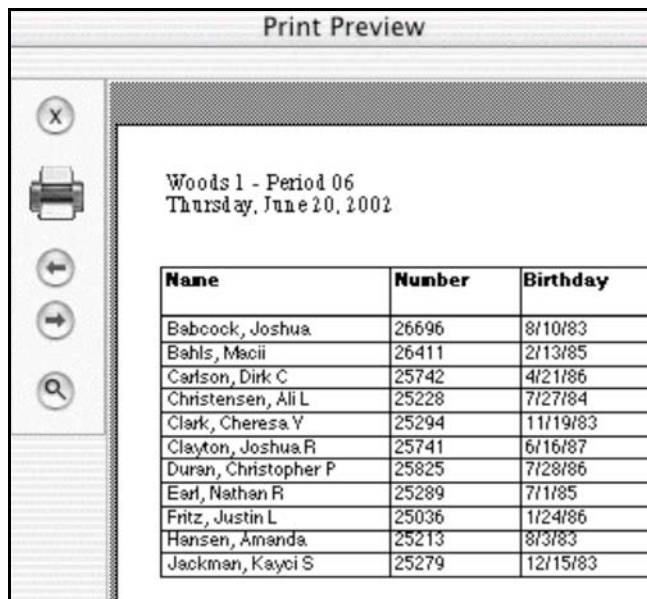
How to Preview a Report from the PowerGrade Menu

This method for previewing a report is helpful when you want to run a report using an existing template.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Reports > Preview. The Report Names page appears.
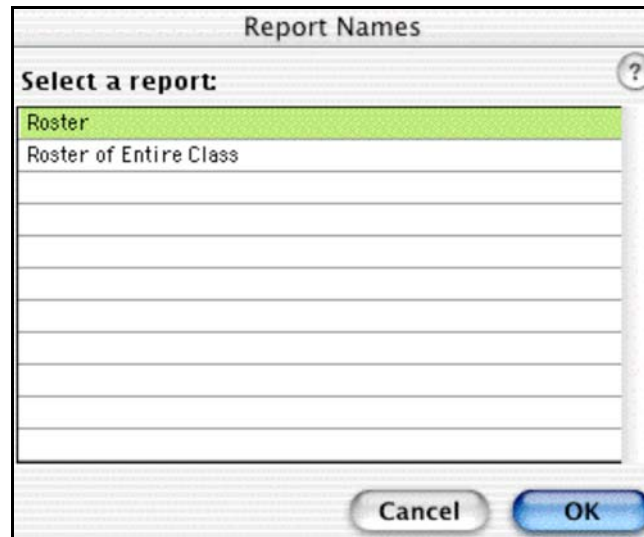
3. Choose the report you want to preview from the menu and click OK. The report template displays the most recent data. You can print the report or edit the template.

Note: If you are printing the "Individual student report," select a student from the Students dialog.

To print an individual student report for several students, press and hold Command (Mac) or Control (Windows) as you click the names of the students you want to include. If the names are consecutive on the list, click the first name, scroll to the last name, and press Shift while you click the last name to select all the names.

Print a Report

After creating and previewing a report, print it as you would any document. This feature works the same as the Print command in a word processor. There are two methods for printing a report: from the Preview page or the PowerGrade menu.

How to Print from the Preview Page

The first way to print a report is to do so from the Preview page. Either create the report or open a previously created report to the Preview page. Then, click the Print icon. The report is sent to your printer.

How to Print From the PowerGrade Menu

Note: This method for previewing a report is helpful when you want to run a report using an existing template.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Reports > Print. The Report Names page appears.
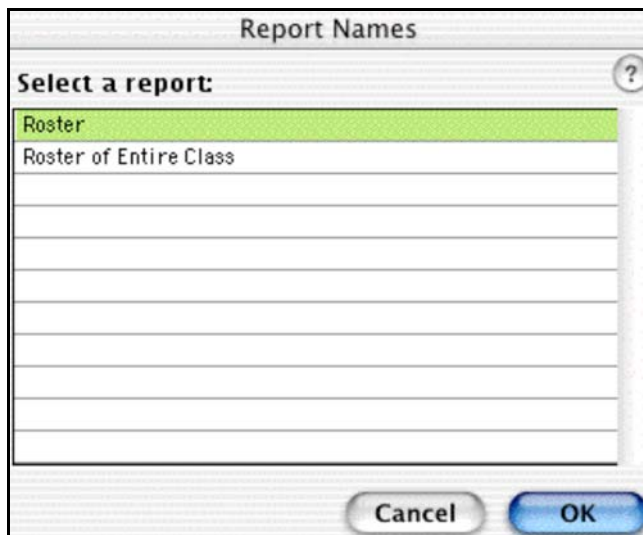
3. Select the report you want to print and click OK. The Print Setup dialog appears.

Note: If you are printing an "Individual student report," select a student from the Students dialog.
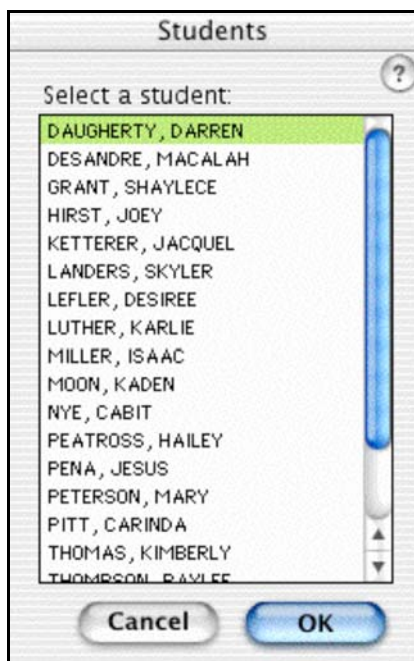
To print an "Individual student report" for several students, press and hold Command (Mac) or Control (Windows) as you click the names of the students you want to include. If the names are consecutive on the list, click the first name, scroll to the last name, and press Shift while you click the last name to select all the names.

4. Click OK. The report is sent to your printer.

Export a Report

You can export data from PowerGrade to a spreadsheet application. Export the entire spreadsheet or just selected student information. To export student information, see the section "**Export Student Information**."

How to Export a Spreadsheet

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Reports > Export Spreadsheet.

3. Open the folder in which you want to store the file.

4. Enter the file name.

   Note: Do not change the ".txt" file name extension.

5. Click Save.

6. Open the file using your spreadsheet application.

   Note: The file has a ".txt" extension. You may need to choose All Files from the "File type" pop-up menu.

7. Select the option to select delimiters.

8. Click Next.

9. Select the first column, and click the option to select the data format for the column.

10. Repeat Step 9 for the remaining columns.

11. Click Finish. The spreadsheet displays the class roster data. Format it as you would any spreadsheet. Set it to print in landscape format or reduce the scaling if it does not fit on the page.

   To print the report, choose File > Print. Save the new document as a spreadsheet file type when you close it.

Export Student Information

You can export data from PowerGrade to a spreadsheet application. Export the entire spreadsheet or just selected student information. To export the entire spreadsheet, see the section "**Export a Report**."

How to Export Student Information

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Reports > Custom Export. The Export page appears.

3. Use the following table to enter information in the fields:

Field	Description
Student Fields	A list of fields that can be exported appears. To export a specific field, drag a student field to Export Fields. Repeat this step for all fields included in the report. To remove a field, drag a field from Export Fields to Student Fields. Repeat this step for all fields you want to remove.
Export Fields	The list of fields selected for the export appears. To reorder the export fields, drag them either up or down in the Export Fields area to the correct position.
Field	Use the pop-up menu to choose the appropriate field delimiter. The delimiter separates the fields (or columns) on the report: • Tab • Comma • Other: Enter the character you want to use to separate the fields.

Field	Description
Record	Use the pop-up menu to choose the appropriate record delimiter. The record delimiter separates one record (or row) from the next one on the report: • CR: Carriage return • CRLF: Carriage return line feed • Other: Enter the character that will separate the records.
Column titles on 1st row	Select this checkbox to display the column headings on the first row of each page of the report.

4. Click Export to export the data. The Save dialog appears.

5. Select the folder in which you want to store the file once you set up the export data.

6. Enter the file name.

   Note: Do not change the ".txt" file name extension.

7. Click Save.

8. Open the file using your spreadsheet application.

   Note: The file has a ".txt" extension. You may need to choose All Files from the "File type" pop-up menu.

9. Select the option to select delimiters.

10. Click Next.

11. Select the first column, and click the option to select the data format for the column.

12. Repeat Step 11 for the remaining columns.

13. Click Finish. The spreadsheet displays the class roster data. Format it as you would any spreadsheet. Set it to print in landscape format or reduce the scaling if it does not fit on the page.

    To print the report, choose File > Print. Save the new document as a spreadsheet file type when you close it.
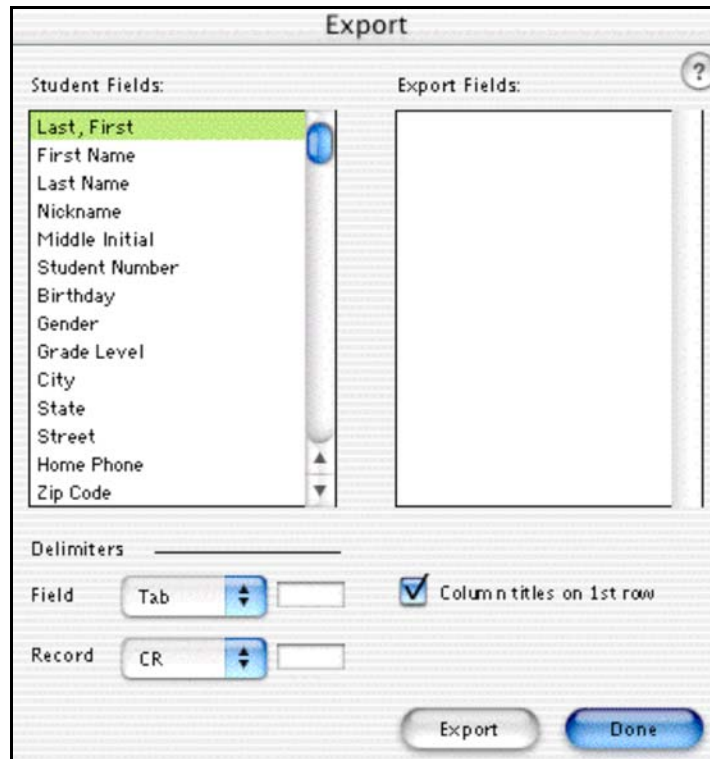
Sample Reports

There are a variety of documents you can create using PowerGrade's reporting features. See the following examples for letters and attendance grids created using PowerGrade.

Create letters to give positive feedback to parents or to warn parents of falling grades. You can create either type of letter at any time in the term.

How to Create a Positive Feedback Letter

The following example generates a report only for those students receiving a total grade percentage of 90-100%. However, you can choose a different range.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Reports > Create.

3. On the Create Report page, select "Individual student report" on the "Basic report info" tab.

4. Enter a name for the report, such as Positive Feedback Letter.

5. Click the Options tab to select how you want the scores to appear and which assignments to include.

6. Click the Header tab, and enter comment codes and text for the opening in the report header.

7. Click the Footer tab, and enter comment codes and text for the closing in the report footer.

8. Click the Which Students tab, and enter the low and high ends of the appropriate range, such as 90-100%.

9. Click OK. The class spreadsheet appears.

10. Choose Reports > Preview. The report appears.

How to Create a Warning Letter

In the following example, only those students with a 60% or lower total grade percentage are included on the report. You can choose a different range.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Reports > Create.

3. On the Create Report page, select "Individual student report" on the "Basic report info" tab.

4. Enter a name for the report, such as Warning Letter.

5. Click the Options tab to select how you want the scores to appear and which assignments to include.

6. Click the Header tab, and enter comment codes and text for the opening in the report header.

7. Click the Footer tab, and enter comment codes and text for the closing in the report footer.

8. Click the Which Students tab, and enter the low and high end of the appropriate page range, such as 0-60%.

9. Click OK. The class spreadsheet appears.

10. Choose Reports > Preview. The report appears.

How to Create a Blank Attendance Grid

A blank attendance grid is helpful for substitute teachers. You can print the report and have the substitute teacher use it to take attendance. Alternatively, use the blank attendance grid to take attendance when you are not at your computer, such as during a field trip or Physical Education class. When you return to your computer, you must record the attendance in PowerGrade.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Reports > Create.

3. On the Create Reports page, select "Attendance grid report" on the "Basic report info" tab.

4. Enter a name for the report, such as Blank Attendance Grid.

5. Click the Options tab to select how you want the columns to appear and what information to include in each.

6. Click the Header tab, and enter comment codes and text for the opening in the report header.

7. Click the Footer tab, and enter comment codes and text for the closing in the report footer.

8. Click the Which Students tab, and select the students to appear on the roster.

9. Click OK. The class spreadsheet appears.

10. Choose Reports > Preview. The report appears.

Charts

PowerGrade provides charts to visually identify students? progress on assignments. Select from more than a dozen chart formats, including pie charts and three-dimensional charts. Use charts to track a student's score or a group of students? scores on an assignment. You must first have at least one assignment entered to view charts.

To compare information among students or assignments, open multiple charts that display different information. For convenience, you can close all the charts with a single click of a button.

How to Open Charts

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Reports > Charts. The chart data palette and "Students and Assignments" pages appear.

Note: To close the chart, click OK on the Chart page.

3. Use the following table to enter information in the fields:

Field	Description
Window Selector	This pop-up menu displays any open chart pages.
Chart Type	Choose the type of chart you want to use. Different chart types are appropriate for different purposes and types of data. Try different charts until you find one that best fits your needs.
[Display options]	Select the appropriate option to label data using students? numbers or students? names.
[Assignments]	All assignments for the selected term appear. Select one or more assignments to chart. **Note:** To select more than one, press and hold Command (Mac) or Control (Windows), and click the ones you want to include. If they are listed consecutively, click the first one you want, scroll to the last, press Shift, and then click the last one you want.

Field	Description
[Students]	All students for the selected class appear. Select one or more students to chart.
	Note: To select more than one, press and hold Command (Mac) or Control (Windows), and click the ones you want to include. If they are listed consecutively, click the first one you want, scroll to the last, press Shift, and then click the last one you want.

4. Click New Chart. The chart appears.

5. Do one of the following:

- To open another chart simultaneously, repeat Steps 3-4. After reviewing the charts, click Close on the "Students and Assignments" page.

- To modify the chart, see the section "**How to Modify Charts**."

- To save the chart, see the section "**How to Save Charts**."

- To print the chart, choose File > Print.

- To close the chart, click OK on the Chart page.

How to Modify Charts

Format charts to prepare them for printing or saving.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Reports > Charts. The chart data palette and "Students and Assignments" pages appear.
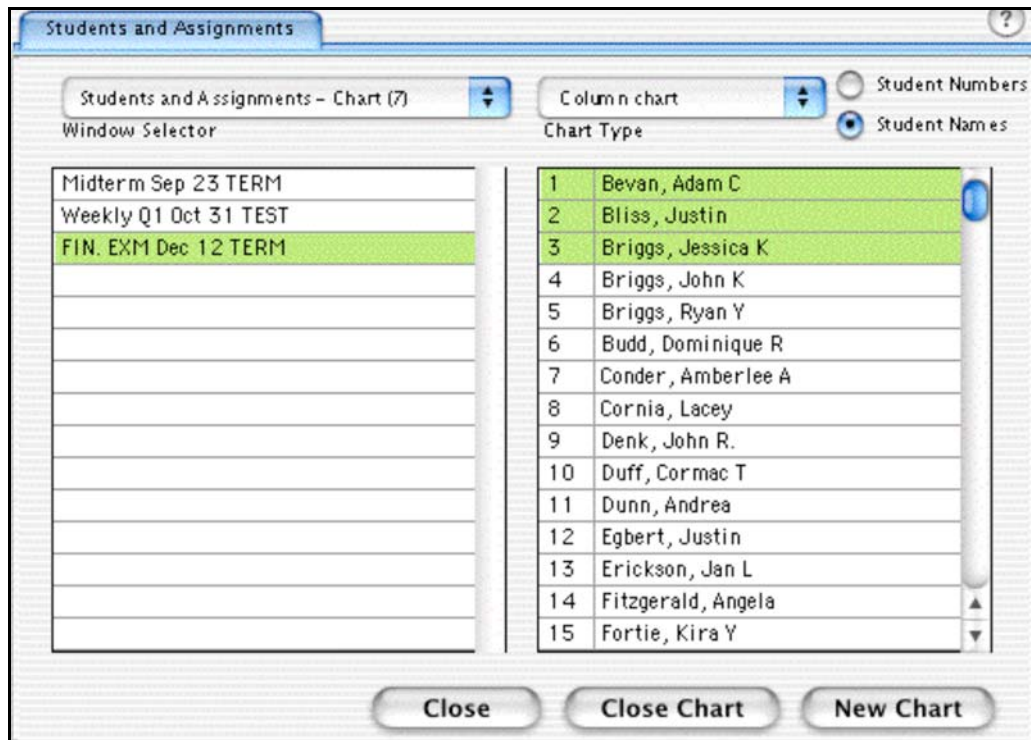
3. Open a chart. For more information, see the section "**How to Open Charts**."
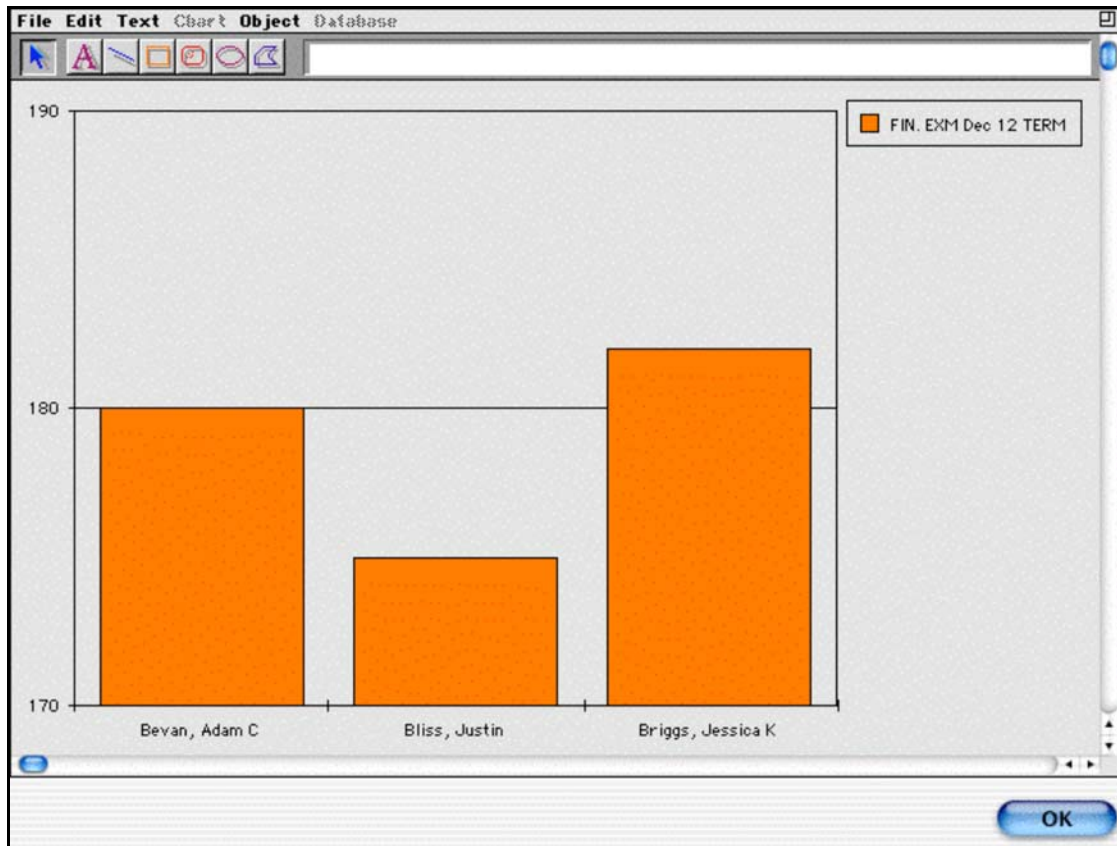
4. Use the toolbar buttons to insert objects, such as lines, text, and boxes:

    - ![A] inserts a text box, in which you enter text

    - ![line] inserts a line

    - ![box] inserts a box or rectangle

    - ![rounded rectangle] inserts a rounded rectangle

    - ![oval] inserts an oval

    - ![polygon] inserts a polygon, or free-form object

    Note: When you click a button, the description of the button and brief instructions appear in the next field.

    Polygon: a side is added each time you click in the document

    Most objects require that you click and drag your mouse in the chart to draw the object.

5. Modify the chart objects, if necessary. Use menu commands to perform certain modifications, such as adding color, changing object properties, or undoing a mistake.

    Note: To resize objects, use the square handles that appear around the object. Drag the handles to size.
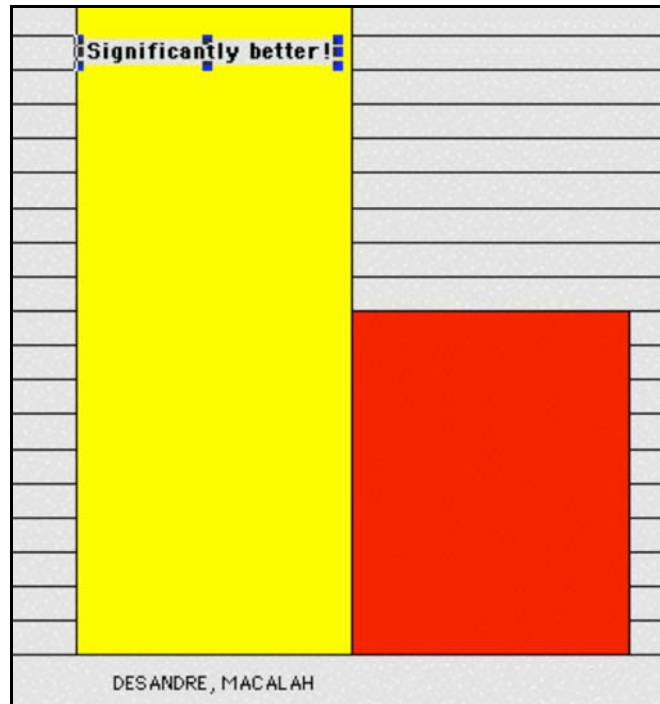
Note: Only one object can be selected at once. Click an object again to modify.
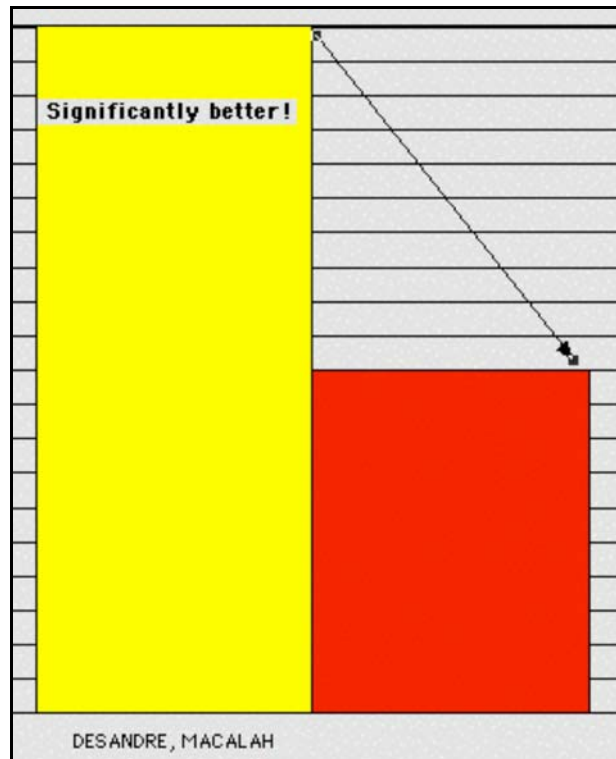
6. Do one of the following:

   • To save the chart, see the section "**How to Save Charts**."

- To print the chart, choose File > Print.
- To close the chart, click OK on the Chart page.

How to Save Charts

1. Choose an available class from the Classes menu. The class page for the selected class appears.

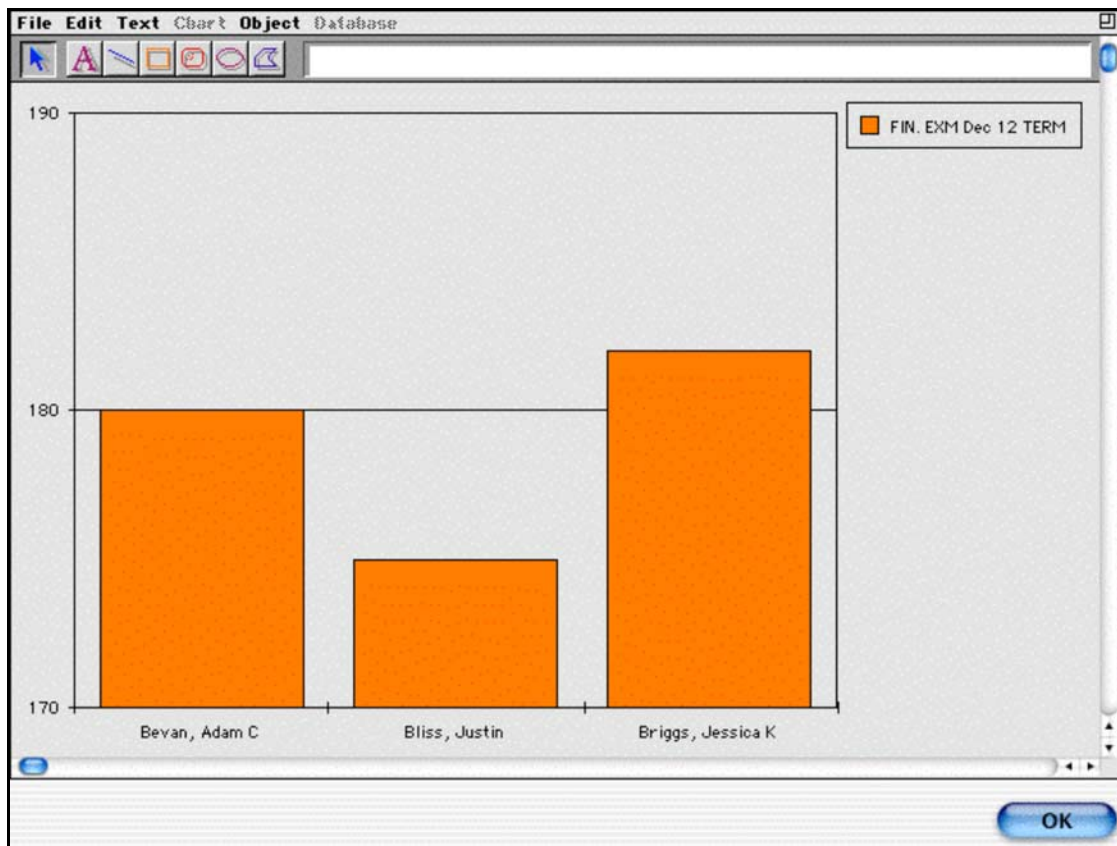2. Choose Reports > Charts. The chart data palette and "Students and Assignments" pages appear.
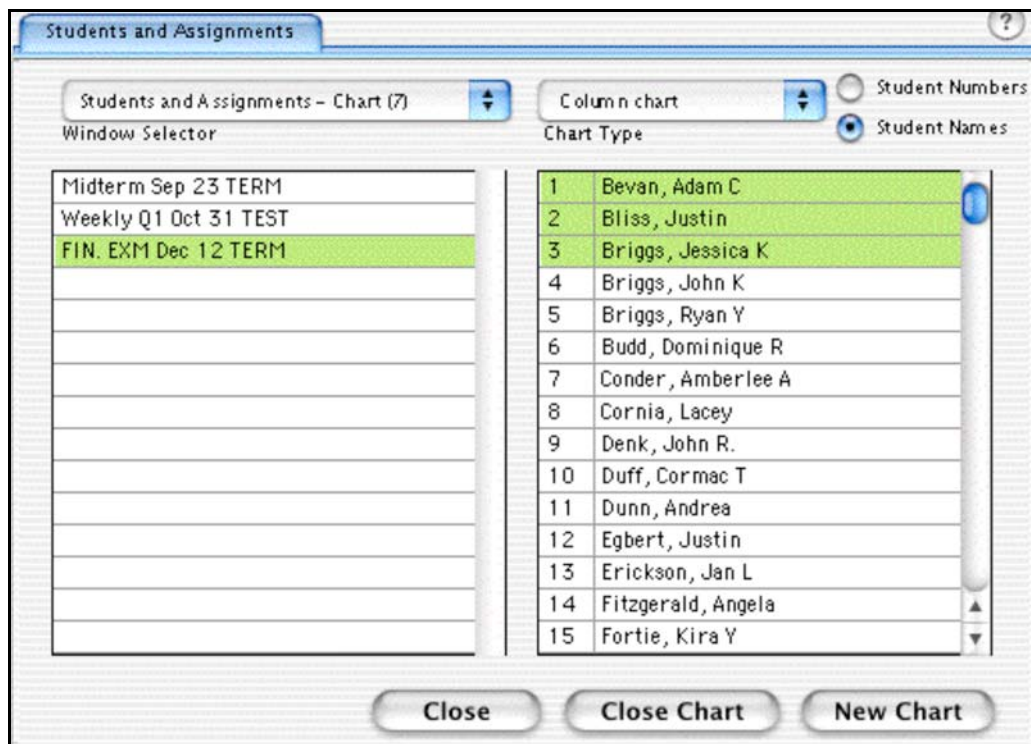
3. Open a chart. For more information, see the section "**How to Open Charts**."

4. Choose File > Save on the Chart page. The Save As dialog appears.
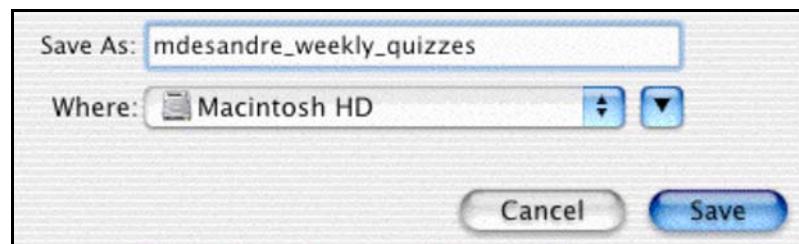
5. Enter a name for the file in the Save As field.

6. Choose a location from the Where pop-up menu.

7. Click Save. The chart saves to the selected location.

8. Click OK on the Chart page to close the chart.

To open the chart, choose File > Open from the Chart page. Navigate to where you saved the chart, then click Open. The chart appears.

PowerSchool Server

Though you will mostly work with the PowerGrade application, you might have to work with the PowerSchool server. For example, you might need to synchronize your PowerGrade data file with the PowerSchool server if their respective data sets do not match. In case your computer does not work, retrieve scores from the PowerSchool server. For more information, see the section "**Exchange Information With the PowerSchool Server**."

Of course, you should always back up your data file to the PowerSchool server; there may be times when you need to retrieve data from the last backup. For more information, see the section "**Backups**."

Discuss these procedures with your PowerSchool administrator before performing them. He or she can provide important information about the status of the PowerSchool server at your school and useful tips on performing the procedures.

Exchange Information With the PowerSchool Server

Synchronize your PowerGrade data file with PowerSchool or retrieve lost scores from the PowerSchool server.

How to Synchronize PowerGrade With the PowerSchool Server

If classes or class rosters are not synchronized with the PowerSchool server, use the "Synchronize with Server" command to refresh attendance, class rosters, settings, and class lists. This is also useful after substitute teachers take attendance using PowerSchool Substitute instead of PowerGrade. Synchronize your data file to correspond with the data on the server. You are encouraged to make a backup of your data before performing this task.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Utilities > "Synchronize with Server." The "Synchronize with Server" page appears.
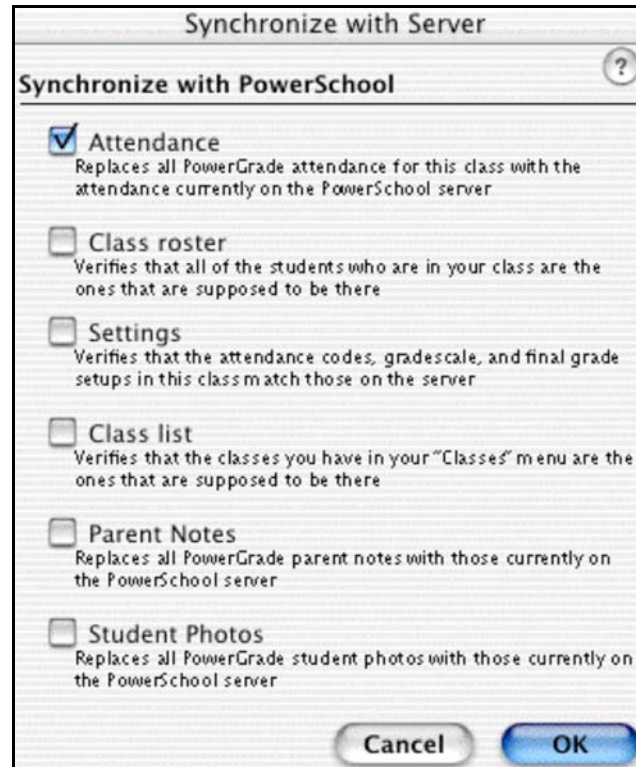
Note: If no assignments are entered for the class, a warning message appears when you attempt to synchronize with the server.

3. Select the following checkboxes to indicate what data you want to synchronize.

   Note: You must select at least one checkbox.

   - Attendance: Replaces all PowerGrade attendance for this class with the attendance currently on the PowerSchool server.

   - Class Roster: Verifies that all of the students who are in your class are the ones that are supposed to be there.

   - Settings: Verifies that the attendance codes, grade scale, and final grade setups in this class match those on the server.

   - Class List: Verifies that the classes you have in your Classes menu are the ones that are supposed to be listed.

   - Parent Notes: Replaces all PowerGrade parent notes with those currently on the PowerSchool server.

   - Student Photos: Replaces all photos with the latest photos on the PowerSchool server.

4. Click OK. If you did not save since you last made changes, a message appears asking if you want to save.

Save changes before closing?

Don't Save   Cancel   Save
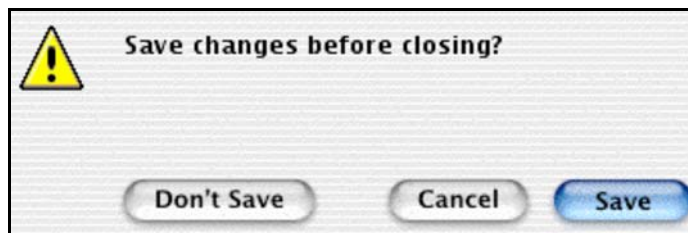
5. Click Save. PowerGrade and PowerSchool are now synchronized for the selected data.

How to Restore Scores From the Server

If you lose or make a mistake on assignment scores for a particular class, retrieve the data from the PowerSchool server by restoring the scores.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose Utilities > "Restore Scores from Server." A warning message appears.

This function will completely overwrite any assignments, categories, and scores in PowerGrade.
Are you sure that you want to continue?

No   Yes
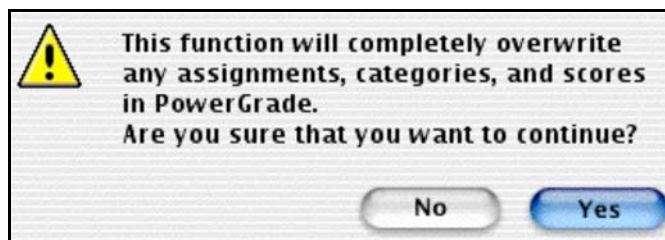
3. Click Yes if you want to overwrite the existing data. A warning message appears.

Are you sure?

No   Yes
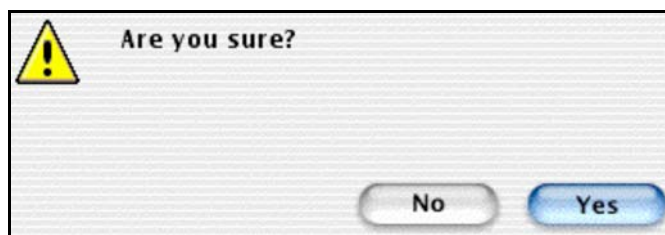
4. Click Yes to confirm that you want to overwrite the existing data. PowerGrade retrieves the data from the PowerSchool server for the selected class and sends it to your data file.

Retrieving student scores from server...
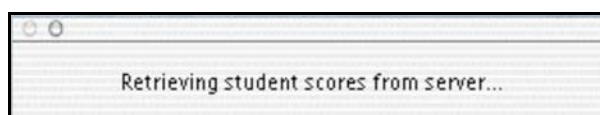
5. Repeat the steps above to retrieve scores for other classes.

Backups

A backup is a copy of your entire PowerGrade data file. A backup makes a copy of not only scores and assignments, but also your preferences and other personal settings. The PowerSchool server

stores the backup files in a folder named PowerGrade Backups. Back up your PowerGrade data file at least once per day.

Saving your work in PowerGrade is not the same as making a backup of PowerGrade. Saving your work sends data to the PowerSchool server after you shut down PowerGrade. You can access assignments and scores immediately and directly from PowerSchool.

A backup is a duplicate copy of your entire data file on the PowerSchool server. It includes assignments, scores, and preferences. If you diligently make daily backups of your data, you can retrieve the data if your data file in PowerGrade becomes lost or corrupt.

To remember to back up PowerGrade when shutting down the application, follow these three steps: Save, back up, and quit.

How to Make a Backup

Note: You are encouraged to discuss this task with your PowerSchool administrator before backing up for the first time. Make sure you back up the correct file.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

   Note: You can choose any class, since the backup gathers data for all classes.

2. Choose File > Make Backup.

3. PowerGrade sends your entire data file to the backup folder on the PowerSchool server. In general, PowerSchool stores the last five backups made.

   Note: If you do not know the name and location of the data file currently open, choose File > Preferences. Then click the PowerSchool tab.

4. Click OK when a message appears indicating the backup was successful.

   Alternatively, make a backup of your PowerGrade data file to save on your local computer. Save the file to a location such as a floppy disk drive or your hard drive. Enter the filename extension ".data"(Mac) or ".4DD" (Windows). These backup file locations are also subject to corruption; therefore, it is wise to make two backups each day: one to a local drive and another to the PowerSchool server.

How to Retrieve the Last Backup

Backups are crucial in the event that your computer crashes or your data file becomes corrupt. By making a backup of your data file, you can direct the PowerSchool server to restore your backup data. Before doing so, discuss the task with your PowerSchool administrator; though this is not a difficult procedure, you should minimize the risk of losing important records and information.

Note: If your computer crashes, it is possible that you also will lose the PowerGrade application used to read the data file. In that case, reinstall PowerGrade before retrieving the backup data file. For more information on installing PowerGrade, see the section "**Installation**" and contact your PowerSchool administrator. After installing PowerGrade, return to the following instructions to restore your backup file.

1. Choose an available class from the Classes menu. The class page for the selected class appears.

2. Choose File > Retrieve Last Backup. The system prompts you to save the file.

Save As:	basic info
Format:	ASCII File
Where:	Macintosh HD

Cancel   Save

3. Open the local folder where you want to store the backup file.

4. Enter the name for the backup file.

   Note: This must be a different name than that of the original data file so that you do not overwrite it. Be sure to include the ".data" (Mac) or ".4DD" (Windows) filename extensions at the end of the file name. For example, name the file `Backup Data File.data`.

5. Click Save.

   Note: PowerGrade appears after it pulls a copy of the data file to your local computer. To open the data file, you must first quit PowerGrade.

6. Choose File > Quit. If prompted to save your changes, click Save.

   PowerGrade closes, and you are ready to open the backup data file. Since there are now two local data files, follow the specific instructions below for opening the correct copy of the file.

How to Open the Backup File

1. Immediately after starting PowerGrade, press Option (Mac) or Alt (Windows). The Open Data File dialog appears.
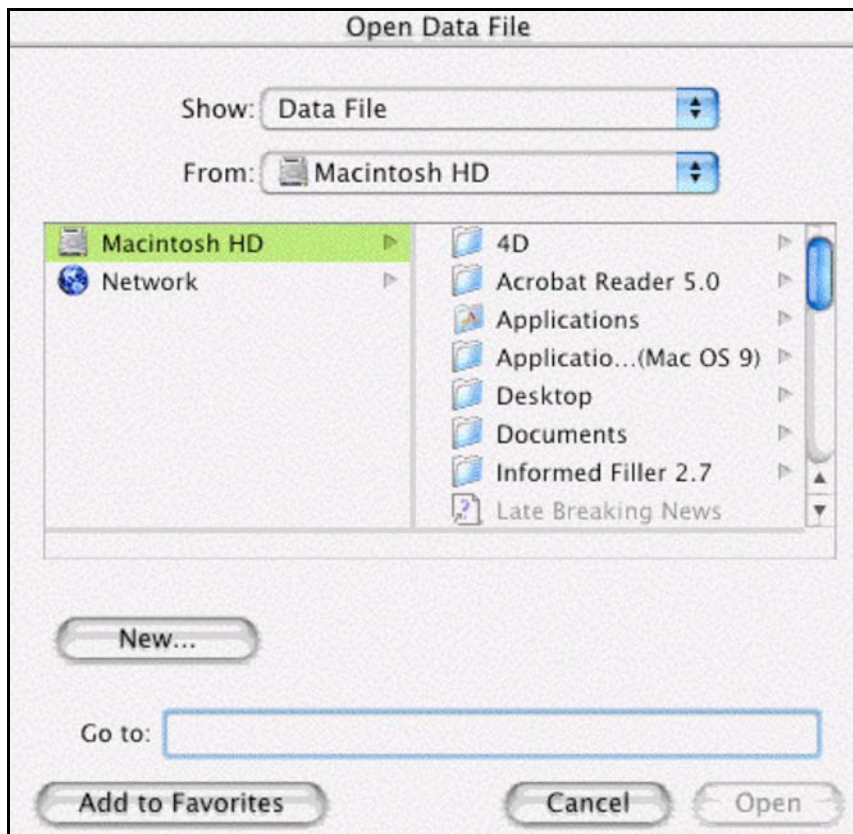
2. Locate and select the backup data file.

3. Click Open. PowerGrade opens using the backup data file.

4. Delete or rename any unused data files to avoid confusion, especially during future backups. If the file PowerGrade is currently using is the file you delete, do not make changes or entries to the spreadsheet or settings. These changes are lost when you delete the file. If necessary, rename the remaining data file.

   Note: If you do not know the name and location of the data file currently open, choose File > Preferences. Then click the PowerSchool tab.

   Continue working with PowerGrade. The application might prompt you to enter a data file the next time you start it. If so, select the data file and click Open.

Frequently Asked Questions

This section answers many frequently asked questions concerning PowerGrade. The answers to these questions assume that you have a basic understanding of the terms used. Visit the PowerSchool web site for an online list of frequently asked PowerGrade questions (FAQs), **http://help.powerschool.com/?t=powergradefaq**, which is updated on a regular basis and may be more current.

Backups

How do I back up my PowerGrade data?

The easiest way to back up your data is to choose File > Make Backup. This command sends a copy of your data file to the PowerSchool server. The PowerSchool server generally stores the last five backups you made. Note that making a backup to the PowerSchool server is different than just saving your work. A backup to the PowerSchool server saves not only the grades and assignments, but also items such as customized settings, preferences, and notes. If your computer crashes, retrieve students? grades from the PowerSchool server; however, if you do not make a backup of your data file, all the personalized settings are lost.

Alternatively, make a copy of your PowerSchool data file on your computer for use as a backup. Use the extension ".data" (Mac) or ".4DD" (Windows) on the data file. To make a backup, copy your PowerGrade data file to another location: the PowerSchool server, a network server, an external disk, or any combination of these.

It is a good idea to keep several backups; you might want to use both of these methods to back up your data file after every PowerGrade session. If you are not sure how to make a backup or which is your data file, contact your PowerSchool administrator.

How often should I make backups of my PowerGrade data?

PowerGrade, like all software, must be backed up frequently. The recommendation is to back up once a day.

Where are backups stored?

The backups are stored on your PowerSchool server in a folder named PowerGrade Backups. If you need to retrieve a backup file from the server, see the section "**Exchange Information With the PowerSchool Server**." To retrieve a backup stored locally, see the section "**Backups**."

Data File

What is a data file?

Your data file is where the system stores all your gradebook data and customized settings. It records everything you save in PowerGrade. Whenever you save your work in PowerGrade, all assignments, grades, and log entries are saved to your computer and on the PowerSchool server, if connected. However, any PowerGrade customizations are not sent to PowerSchool; preferences and other individual settings save only to your local computer.

Extra Credit

How do I set up extra credit?

Create an assignment with zero points possible so that it does not count against students who do not have a score for it. When students turn in extra credit, enter the score for this assignment. The points count towards their grades; however, since you set up the assignment with zero points possible, not having a score for this extra credit assignment does not count against students? final grades.

Multiple Teachers Sharing One Computer

Can multiple teachers share a computer to keep grades?

Yes, though it is especially important to back up data files when teachers share the same computer. On Macintosh computers, the data file ends with ".".data," while data files on PCs end in ".4DD". Simply make a copy of this file and place it in a safe backup location, such as on the PowerSchool server, a network server, or an external disk. There are two ways to manage multiple PowerGrade users on a single computer:

Method 1

The recommended method is straightforward and most likely to prevent one teacher from opening the files of another. Install and set up a completely separate, independent copy of PowerGrade for each teacher. If two teachers, Mr. Johnson and Ms. Taylor, share a computer, create one folder named PowerGrade–Johnson and 1 another named PowerGrade–Taylor. Store their respective copies of PowerGrade in their own folders and put icons for each on the desktop. Each teacher double-clicks the icon to open the appropriate PowerGrade data file.

Method 2

This method needs only one PowerGrade application and one folder on the computer, but users must pay attention when opening the program. Load a single copy of PowerGrade on the computer with each teacher having a data file. Immediately after starting PowerGrade, press Option (Mac) or Alt (Windows). PowerGrade displays a dialog asking the user to select a data file. Select the appropriate data file and click Open. If you do not press and hold the key, PowerGrade remembers and opens the last data file used, which may or may not be yours. It is important to set PowerGrade passwords for each user when using this method.

Also, remember that users share the same report templates. This should not be a problem since users are not required to use templates they do not need but can create new ones, if necessary.

What is the difference between a PowerGrade password and the PowerSchool connectivity key?

You enter your PowerGrade password to open your PowerGrade data file. You choose the password and set it yourself so that no one else ? such as a student ? can open the file and view or change data. Set a PowerGrade password by choosing File > Preferences; then click the General tab. The PowerSchool connectivity key allows the PowerGrade program at your local computer to communicate with the PowerSchool server at your school. Your PowerSchool administrator most likely chooses and sets this password. Do not set or change the PowerSchool connectivity key unless instructed to do so by your PowerSchool administrator.

Printing

Can I print an individual student report for several students at one time?

Yes. Press and hold Command (Mac) or Control (Windows) as you click the names of the students you want to include on the report. If the names are consecutive on the list, click the first name, scroll to the last student name you want, press Shift, and then click the last student's name.

Is there an easy way to preview a report before printing?

Yes. Open PowerGrade to the class. Choose Reports > Preview Report. Select the appropriate report. Alternatively, if you are editing the report, click Preview at the bottom of the page to preview the report you are editing.

PowerGrade Preferences

How can I change the color of the font and background of my spreadsheet?

Choose File > Preferences. Change a number of settings related to the spreadsheet, including the font and background color.

What is the "Apply to other classes in group" option? How do I group classes together?

When adding an assignment to a class, you have the option to select the "Apply to other classes in group" checkbox. If you do this, the system adds the assignment to both the current class and the other classes in the same class group.

To put classes in a group, open PowerGrade to the class. Choose Windows > Class Information. Enter a class group name. You create a class group when you enter the same name into two or more classes. Spell the group name the same for all classes in the same group; otherwise, PowerGrade creates separate groups.

Can I have PowerGrade warn me before I change a score?

Yes. Open PowerGrade to the class and choose File > Preferences. Click the Notification tab and make the selections. Your selections apply to all classes.

Multiple Data Files

Can I use multiple PowerGrade data files?

Yes. The most common reason for doing this is to allow multiple teachers to share a single copy of PowerGrade. For tips on using multiple data files, see the section "**Can Multiple Teachers Share a Computer to Keep Grades?**"

PowerGrade Version Number

How do I know that I am using the most current version of PowerGrade?

When PowerGrade starts, the version is noted just below the PowerGrade logo. Compare that version number with the latest version number on the PowerSchool Customer Support web site at **https://www.powerschool.com/support/downloads/**. If you have an older version of PowerGrade, contact your PowerSchool administrator regarding PowerGrade updates.

Note: You need a username and password to view anything on the PowerSchool Customer Support web site. Contact your PowerSchool administrator for access.

Work Remotely

How do I use PowerGrade at home?

To use PowerGrade from home or another remote computer, you need a copy of the PowerGrade application on your remote computer. Remember that the PowerGrade application is not the same thing as your PowerGrade data file. Either copy the PowerGrade application from your computer at school or download it from the PowerSchool Customer Support web site, **https://www.powerschool.com/support/downloads/**, when you are remote. For installation instructions, see the section "**Installation**."

Note: You need a username and password to view anything on the PowerSchool Customer Support web site. Contact your PowerSchool administrator for access.

Note: The PowerGrade application is too large to fit on a floppy disk, so you need some other method of transporting the program. A Zip disk or other removable disk drive works well. If this is not available, log in to the web from your remote computer and download the application from the address above. If you have questions about how to do this, contact your PowerSchool administrator.

Before leaving school:

1. In PowerGrade, choose File > Save to ensure that the PowerSchool server has the most current class information.

2. Choose File > Preferences and document the settings in the Scores tab. If you did not change the default settings, you can skip this step.

   Note: The Scores information is important for proper display of scores on the spreadsheet. If the Scores information on the two computers are not identical, it is possible for question marks ("???") to display instead of entered scores. To display scores instead of question marks, change the Scores information to match the settings on the school computer.

3. Choose Windows > Final Grades Setup and document the settings. If you did not change the default settings, you can skip this step.

When working at home or on another remote computer:

1. In PowerGrade, choose File > Preferences and enter the information documented from the school computer. If you did not change the default settings, you can skip this step.

2. Choose a class from the Classes menu.

3. Choose Windows > Final Grades Setup and enter the information from the school computer. If you did not change the default settings, you can skip this step.

4. Choose Utilities > "Restore Scores from Server" and click Yes to restore scores to the local computer. The information that now displays on the class spreadsheet is the same as what displayed on the school computer before leaving school.

5. Choose File > Save.

If you change any information on the class spreadsheet while working at home, such as adding, editing, or deleting assignments or scores, be sure to choose File > Save so that the PowerSchool server is updated.

If you change any information on the Scores tab on the Preferences page while at home, you must make these changes to the Scores tab on the Preferences page on your computer at school.

Upon returning to school:

1. In PowerGrade, open a class that you modified while working remotely.

   Important: Do not change any information on the class spreadsheet before performing the next step.

2. Choose Utilities > "Restore Scores from Server" and click Yes to restore scores to the local computer. The changes or additions made on the remote computer appear on the spreadsheet.

3. Choose File > Save.

What if I want to work from home but do not have Internet access?

First, copy the PowerGrade application from your computer at school and install PowerGrade on your home or remote computer. For installation instructions, see the section "**Installation**."

Once the PowerGrade application is loaded on your remote computer, copy your PowerGrade data file from your computer at school to a floppy disk. The data file extension is either ".data" (Mac) or ".4DD" (Windows).

Unless you have a very large number of classes or you accumulated a large number of classes in the data file, it should fit on a single floppy disk or another portable disk format. If it does not, compress the data file before copying it. Alternatively, send the file via email to an account that you can access from your remote location. Your PowerSchool administrator can assist you with this process.

When you get to your remote computer, copy the data file into your PowerGrade folder. Do not keep more than one data file, since you may confuse them and inadvertently record the wrong scores. When you finish working remotely, either take the portable disk or send the data file via email back to school, and copy the new data onto your data file there.

Note: It is very important to always keep track of your most current data file. If you confuse them, you could inadvertently overwrite the scores. Make backups frequently, and date them.

Assignments

How do I change an assignment name, points possible, or category after it is set up?

Open PowerGrade to the class. Choose Windows > Assignments. Select the appropriate assignment. Change the necessary options. Click Accept.

How do I delete an existing assignment?

Open PowerGrade to the class. Choose Windows > Assignments. Select the appropriate assignment. Click Delete at the bottom of the dialog. Click Yes if you are sure you want to permanently delete the assignment.

How do I move all scores in an assignment column up or down one place?

To move scores down one position and insert a blank score, select the cell where you want a blank score inserted. Open PowerGrade to the class. Choose Utilities > Insert Score. Click Yes if you are sure you want to move the scores. A new blank score is now available, and all other scores shift down one position.

To move all scores up one, open PowerGrade to the class and select the score to be removed. Choose Utilities > Delete Score. Click Yes if you are sure you want to move the scores. All scores shift up one position.

How do I override the final grade that a student is receiving?

Open PowerGrade to the class. Double-click the final grade in the spreadsheet to open the override dialog. Enter the changes. Click Save.

Scores

How do I enter an exempt score?

Enter a score code that you defined as Exempt on the Scores tab of the Preferences page. Choose File > Preferences to view or modify exempt score codes.

How do I return a score to unrecorded?

Enter a score code that you defined as Unrecorded on the Scores tab of the Preferences page. Choose File > Preferences to view or modify unrecorded score codes.

Some teachers use NHI to indicate that a student has not handed in an assignment. For example, if you want to calculate NHI as zero points earned, then enter `NHI` in the Zero column of the Scores tab. In the spreadsheet, enter `=NHI`, and that score appears as NHI. The points earned is zero.

Note: The codes are not case-sensitive.

You can also use this feature to create other special scores. For example, if a student is sick and you want to make that student exempt from any work assigned during those days, enter `Sick` in a blank field in the Exempt column. Then, enter `=SICK` on the class spreadsheet. That score appears as Sick and is calculated as exempt.

Can I indicate that a student was absent and have that score count as 0 until he or she makes it up?

Yes. Enter Absent in the "Count as Zero" column on the Scores tab of the Preferences page. Choose File > Preferences to view or modify unrecorded score codes.

On the class spreadsheet, enter Absent and that score not only appears as absent on the spreadsheet and reports, but the system also calculates the score as zero points earned.

How do I record letter grades instead of numerical scores?

PowerGrade gives you the option of using letter grades rather than numerical scores for papers, projects, and other assignments. To use this function, open PowerGrade to the appropriate class. Choose Windows > Grade Scale. Enter the number in the Value field for each grade on the scale. The value is the percentage of points possible for the assignment that will be assigned to the student for that letter grade.

For example, if you want to be able to record a letter grade of B and you want a B to earn 85% of the points possible for the assignment, enter `85` on the grade scale for the value of B. The grade appears as a B in the gradebook, but the system calculates the grade as 85% for the final grade.

Terms

I do not want my spreadsheet to display assignments from Quarter 1. How do I do that?

Choose File > Preferences. Click the Display tab and specify the appropriate range of dates. This applies to all of your classes.

Troubleshoot PowerGrade

This section will help you troubleshoot many of the common problems that may occur when using PowerGrade. These solutions assume that you are familiar with PowerGrade and PowerGrade Help. For more information, see the section "**Frequently Asked Questions**."

Attendance

My attendance does not match the secretary's.

If your network is down, PowerGrade cannot communicate with the PowerSchool server. When this happens, PowerGrade can lose synchronization with the PowerSchool server.

Solution: When the network is available again, choose Utilities > "Synchronize with server." Select the Attendance checkbox, and then click OK. PowerGrade and the PowerSchool server are now synchronized.

Classes

One or more of my classes does not appear under the Classes menu.

Either

The class is not offered in the current semester.

Solution: Close the class you currently have open. Choose File > Open Class. Choose the appropriate class, and then click OK.

or

A class has been added to your schedule after the start of a semester.

Solution: Choose Utilities > "Synchronize with Server." Select the "Class roster" and "Class list" checkboxes, and then click OK. PowerGrade downloads the correct and current class roster and class list from the PowerSchool server.

or

Your computer date does not match the date on the PowerSchool server.

Solution: Reset the date on your computer. If this does not work, ask your PowerSchool administrator to verify the date on the server.

A new term is starting next week, and my classes are not appearing in PowerGrade.

Solution: Choose File > New Class. The system downloads all of your new classes from the PowerSchool server. For this feature to work, you must be within seven days of the new term, and your PowerSchool administrator must have entered the new schedules.

Some of my students do not appear on the class roster.

Solution: Choose Utilities > "Synchronize with Server." Select the "Class roster" checkbox, and then click OK. PowerGrade downloads the correct and current class roster from the PowerSchool server. You must do this for each class.

Today is the first day of the quarter, and I have no classes under the Classes menu.

Solution: Choose File > New Class. All of your new classes are downloaded from the PowerSchool server. Note that for this feature to work, your PowerSchool administrator must have entered the new schedules.

Grades

My final grade for a student is not calculating correctly.

PowerGrade calculates final grades based on your preferences on the Scores tab and on how you weight assignments, categories, and final grades.

Solution: Review the sections "**Scores Preferences**" and "**Weight Grades.**" Make the necessary changes to your scores preferences and grade weights.

My students? final grades in PowerGrade do not match those on the PowerSchool server.

If your network is down, PowerGrade cannot communicate with the PowerSchool server. When this happens, PowerGrade lose synchronization with the PowerSchool server and the grades you entered have not been sent to PowerSchool.

Solution: When the network is available again, open PowerGrade to the appropriate class and choose File > Save. Your changes are sent to PowerSchool, which is then synchronized with PowerGrade.

Passwords

My PowerGrade password does not work.

?or?

I forgot my password.

Solution: Contact your PowerSchool administrator, who will contact PowerSchool Technical Support for a one-time password. When you get the new password, reopen PowerGrade. Choose File > Preferences and enter a new password that you will remember. Note that it can take more than a day to get the one-time password from PowerSchool Technical Support.

Printing

My spreadsheet report only prints halfway across the page.

Solution: Choose Reports > Edit Reports. Select the appropriate report. Click the Options tab. You can modify the width of the printed area on several reports. If you are printing on a standard 8 y?- by 11-inch sheet of paper with a portrait orientation and you want a 1.25-inch border, select a width of 6 inches. If you are printing on a standard 8 y?- by 11-inch sheet of paper with a landscape orientation and you want a 1-inch border, select a width of 9 inches.

Glossary

Term	Definition
Body	Part of a report containing written text that provides information to the reader of the final report. The body is located below the header and above the footer.
Browser	A computer application that accesses and displays files on the web.
Central Processing Unit (CPU)	Part of the computer that executes stored program instructions. This is what reads software applications, floppy diskettes, CD ROMs, and hard drives, and allows the user to see the data or application interfaces.
Configure	To design, arrange, or set up (such as a computer or report) for a specific use.
Course	Math, English, Art, History, Biology, Computers, and Accounting are examples of courses.
Current Grades	Grades for today's term.
Customize	To set up according to personal or individual specifications and needs.
Database	A set of related data stored in fields on a server. Data is entered by users and can be accessed through preconfigured and custom reports. Those accessing the data may or may not be the same people as those who entered it.
Desktop	The page that appears when you log in to your computer and when any open applications are minimized.
Demographics	The characteristics of a (student) population, such as name, address, phone, parent/guardian names, and test scores.
Explorer	Microsoft's web browser application, which is also known as Internet Explorer or IE.
Export	To send a file or other data from one computer application to another.
Field	A place in a database where one piece of information is stored. Examples of fields include first name, last name, date of birth, phone, and GPA.

PowerSchool

Term	Definition
Floppy Diskette	A device used to store data. The same diskette can be used on different computers to work with the same data at various locations.
Footer	Printed matter or information, such as a title, date, or page number, positioned at the bottom of a page. In PowerSchool, this is the information below the report listings. In a word processing application, the footer also appears at the bottom of the page, but it is usually repeated on every page throughout the document.
Hard Drive	The part of a computer that stores data. It is similar to a floppy diskette, but it has the capacity to store much more data. The hard drive is located in the central processing unit.
Hardware	Equipment that makes up a computer and a network: monitor, keyboard, mouse, server, printer, and central processing unit.
Header	Printed matter or information, such as a title, date, or page number, positioned at the top of a document. In PowerSchool, this is the information above the report listings. In a word processing application, the header also appears at the top of the page, but it is usually repeated on every page throughout the document.
Homepage	The start page of a web site. Its main purpose is to greet visitors, provide information about the site, and direct them to other sites with more related information.
Import	To transfer a file or other data from one computer to another.
Internet	A matrix of networks that connects computers around the world. Also known as the World Wide Web.
Log Entry	A permanent part of a student's record. It is most often used to record disciplinary problems, but it can also be used to record good behavior or other events.
Macintosh	Used to describe computers manufactured by Apple Computer, Inc.
Netscape	An Internet browser application; also known as Netscape Communicator or Netscape Navigator.
Object Report	A report style used to create official documents by merging an object report template with PowerSchool data. An object report consists of several parts: line objects, box objects, transcript-listing objects, and text objects. Each of these is created separately and in multitude to make up the document.

Term	Definition
Parameters	A detailed, exact statement of particulars, especially a statement prescribing report format and data. Also known as specifications.
Password	A sequence of characters required to access a computer system. A password can be letters, numbers, other characters, or a combination of all three. Some passwords are case-sensitive.
PC	Acronym that stands for personal computer.
PDF	Acronym that stands for Portable Document Format. PDF is the file format for presenting documents in a manner that is independent of the original application software, hardware, and operating system used to create them. Saving a document in PDF format allows anyone to view or print it using Adobe's Acrobat Reader application. A PDF file can be any combination of text, graphics, or images. These documents can be one page or thousands of pages, very simple or extremely complex with a rich use of fonts, graphics, color, and images.
PowerGrade	The grade-keeping portion of PowerSchool Student Information System (SIS). Teachers use PowerGrade in the classroom to record grades, take attendance, create log entries, and make notes for themselves and for parents. PowerGrade sends data to the PowerSchool server every time teachers save their work.
PowerSchool	A web-based student information management system. PowerSchool is used to record term grades, attendance, courses, graduation requirements, and log entries.
pop-up menu	A menu on a page. The contents appear only when the user clicks the up-down arrow, whereupon other options appear in a list. The user can then choose an option from the list.
Report	A set of data pulled from the PowerSchool database. The user tells PowerSchool what data to pull, and PowerSchool generates a summation of the data for viewing or printing, according to the user's specifications.
Report Listings	Data included on a report. Most often, report listings are grades or calculations pulled from the PowerSchool database.
Section	One class of the same course. For example, your school may have one Chemistry course, but three sections of it to accommodate all the students who want to take this subject.
Security	A method of keeping information confidential. PowerSchool has several layers of security to ensure privacy of records.

Term	Definition
Select	To highlight an option or make a choice. Clicking an item with a mouse usually selects it.
Server	A computer that provides a service for other computers (called clients). Servers and their clients are connected to each other via a network that allows messages to pass back and forth. Clients send requests to servers using special computer languages, and servers respond to those requests. Networks usually have many clients for each server. The PowerSchool server runs continuously, waiting for requests to arrive from PowerGrade, administrators, teachers, or parents, and responds to those requests at any hour of the day or night.
Software	Computer applications that control how hardware functions and direct its operation. Word, Excel, PowerPoint, and PowerGrade are types of software.
Specifications	See **Parameters**.
Student Number	The number used to identify a student at your school and on the PowerSchool server. Each student number is unique and specific to an individual student. It can be assigned by the school or by the PowerSchool server.
Student Number Field	The field on the PowerSchool database that stores the student number for each student. This is probably the most important field in the PowerSchool database.
Template	A document or file having a preset format; used as a starting point (for a report) so that the format does not have to be recreated each time it is used.
Term	A specified period used for keeping grades, such as quarter, semester, or trimester.
Title	The name of a report or other document.
Web site	A set of interconnected Internet pages, usually located on the same server and including a start page. The site is prepared and maintained as a collection of information by a person, group, or organization.
World Wide Web	A matrix of networks that connects computers around the world. Also known as the Internet or the web.