

PowerSchool



Teacher: _____

West Cary Middle

PowerSchool

POWERSCHOOL SUPPORT/CONTACTS

GradeBook Contact:

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Sign In

In the address bar of your browser, type the URL of your server,

<https://wcpss.powerschool.com/teachers/pw.html>

*Also located on West Cary website under Staff tab

Launching the Gradebook

Since the gradebook is part of PowerTeacher, navigate first to your PowerSchool server and sign in to PowerTeacher.

Note: The gradebook uses Java, so make sure you have the latest version of Java installed on your machine.

1. Navigate to your PowerSchool server address
2. Enter the username and password **(case-sensitive)**
3. On the navigation menu, click the gray arrow next to Gradebook to launch the gradebook
4. As the program launches, Windows users will click **Run**

The screenshot shows the 'HOME BASE' logo at the top. Below it is the 'Teacher Sign In' section. A line points from the 'Username' label to a text box. Another line points from the 'Password' label to a text box. A third line points from the 'Sign In' button to a box containing the text 'Password is: LotusNotes Password'. To the right of the username text box, there is a box containing the text 'Username is: wcpss+6-digit employee #'. The 'PowerSchool' logo is at the bottom left. At the bottom of the page, there is a copyright notice: 'Copyright© 2005 - 2013 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com'.

HOME BASE

Teacher Sign In

Username

Password

Sign In

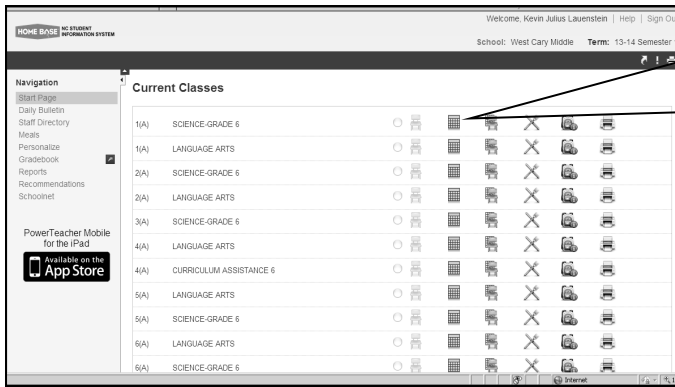
PowerSchool

Username is:
wcpss+6-digit employee #

Password is:
LotusNotes Password

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TAKING ATTENDANCE



1. Select class to record attendance
2. Click the calendar

3.

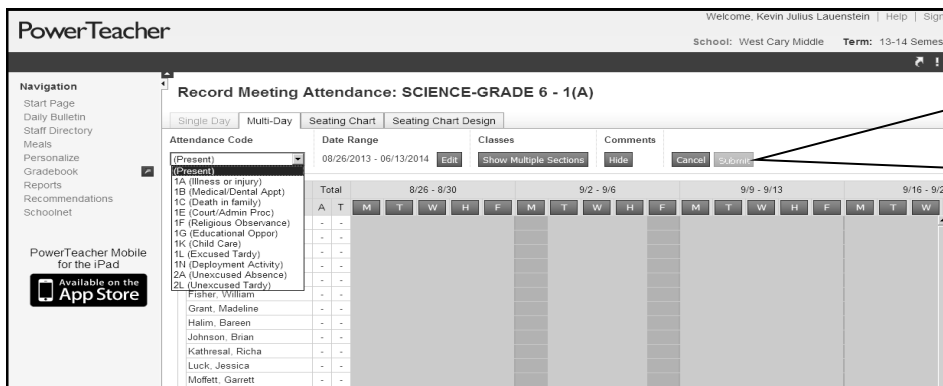
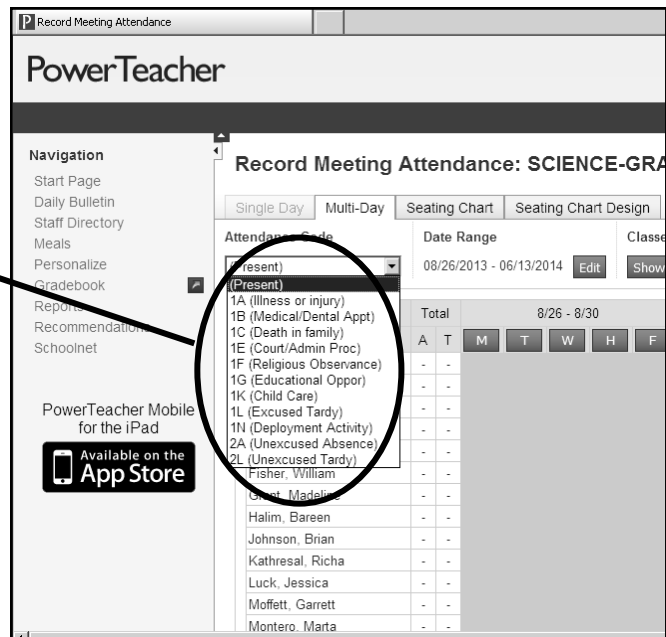
PRESENT: Leave blank

ABSENT: 2A (Unexcused A)

*Data Manager will code later

TARDY: 2L (Unexcused T)

Code Student Attendance



Click **SUBMIT** when attendance is complete

IMPORTANT NOTES ABOUT ATTENDANCE:



1. Attendance is to be completed during 1st Period (about 8 am) each day
2. Attendance **MUST BE** completed by 9 am
3. Send students with absence excuse notes from home to the office for a "pink" excused absence pass.

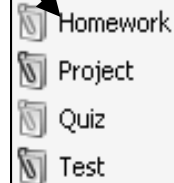
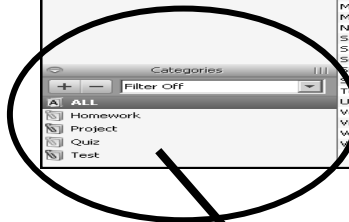
Accessing Student Information

Although you can access information about your students through PowerTeacher, the gradebook contains additional student information, such as the grade scale by which each student is graded and any personal notes from the teacher. To access a student's information:

1. In the Classes pane, select one of your sections
2. Click **Student Info**, and then double-click the name of a student
On the student's information pane, notice several icons near the top of the pane. The icons alert you to important things you need to know about your student, like medical conditions, family situations, or disciplinary considerations. If applicable, click each alert icon to learn more about your student.
3. Click any of the phone number links to enlarge the number
4. If you want to send an email to a parent, click the Guardian Email link, select **Email**, and complete the email message. Alternatively, you can click the Guardian Email link, select **Copy** to copy the email address, and then paste the address into your email program.

The screenshot shows a web application window titled "Anderson, Cody". It has three tabs: "Student" (selected), "Extra Class Columns", and "Teacher Personal Note". The "Student" tab displays a student profile for Cody Anderson. On the left is a photo of a young man. To the right of the photo is a medical icon. The profile information is organized into two columns. The left column includes: Name: Anderson, Cody; Gender: M; Birthday: 03/08/1995; Student Home Phone: 916-555-2169; Mother: Bethann Anderson; Guardian Email: momanddad@PSSIS.com; and EmergencyTwo Phone: 916-555-1700. The right column includes: Student Number: 14; Grade Level: 9; Grade Scale: Whole Letter Grades (with a dropdown arrow); Student Email: (empty field); Father: Justin Anderson; EmergencyOne: Cody Halbert; and Phone: 281-653-6103.

Anderson, Cody	
Student Extra Class Columns Teacher Personal Note	
	
Name: Anderson, Cody	Student Number: 14
Gender: M	Grade Level: 9
Birthday: 03/08/1995	Grade Scale: Whole Letter Grades
Student Home Phone: 916-555-2169	Student Email:
Mother: Bethann Anderson	Father: Justin Anderson
Guardian Email: momanddad@PSSIS.com	EmergencyOne: Cody Halbert
	Phone: 281-653-6103
EmergencyTwo Phone: 916-555-1700	

[illegible]

Click EDIT

Click OK

Repeat for Major Assessments & Tests

Edit Assignment Category

Specify attributes of the Assignment Category

Name: Minor Assessment

Abbreviation: Minor

Color: Olive

These options will be applied as defaults to any new assignments when created for this category.

Points Possible: 100

Extra Points: 0

Score Type: Percentage

Include in Final Grade: ☒

Publish Assignment: Immediately

On Date: MM/dd/yyyy

Days Before Due: 0

Publish Scores: ☒

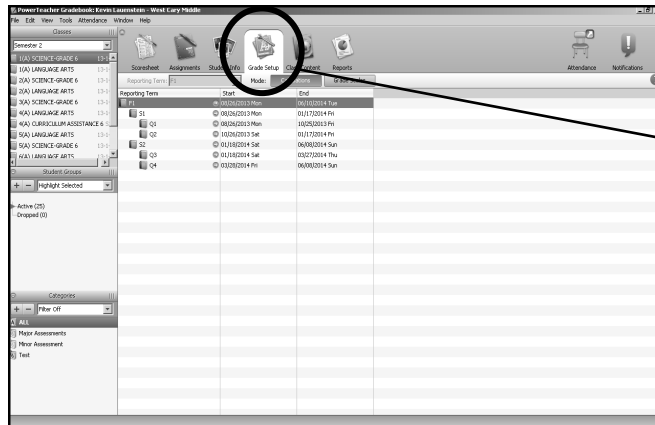
Description:

OK Cancel

IMPORTANT:

- +/- Adds & Deletes Categories
- Changes in Categories applies to all Courses all year
- Be sure to change "Score Type" to PERCENTAGE

WEIGHTED GRADES SET-UP



CLICK "GRADE SET UP"

CLICK ON Q1-TINY GREY ARROW

Reporting Term: F1 Mode: Calculations Grade Scales

Reporting Term	Start	End
F1	06/26/2013 Mon	06/10/2014 Tue
S1	06/26/2013 Mon	01/17/2014 Fri
Q1	06/26/2013 Mon	10/25/2013 Fri
Q2	10/26/2013 Sat	01/17/2014 Fri
S2	01/18/2014 Sat	06/08/2014 Sun
Q3	01/18/2014 Sat	03/27/2014 Thu
Q4	03/28/2014 Fri	06/08/2014 Sun

Calculate Q1 final grade using: **copy**

☐ Total points
☐ Term weights
☒ Category weights

Number of low scores to discard: 0

Name	Weight	Percent	Drop Low

+ add category + add assignment remove

Change to "Category Weights"
Click "Add Categories"

Select Categories

Category	Abbreviation
<input checked="" type="checkbox"/> Major Assessments	Major
<input checked="" type="checkbox"/> Minor Assessment	Minor
<input checked="" type="checkbox"/> Test	TST

CLICK ALL CATEGORIES & OK

Cancel OK

CLICK in "Weight" column for each Category

Type in:

Major: 40
Minor: 30
Test: 30

Calculate Q1 final grade using: **copy**

☐ Total points
☐ Term weights
☒ Category weights

Number of low scores to discard: 0

Name	Weight	Percent	Drop Low
Major Assessments	40	40.0%	0
Minor Assessment	30	30.0%	0
Test	30	30.0%	0

+ add category + add assignment remove

Revert Save

CLICK SAVE

COPY WEIGHTS TO CLASS ALL YEAR

Calculate Q1 final grade using: **copy** **CLICK "COPY"**

☐ Total points

☐ Term weights

☒ **Category weights**

Choose "Q1 only"
Click "OK"

Copy Final Grade Setup

Copy this reporting term or the entire d...

Select the item to be copied

☒ **Q1 only**

☐ Entire class - 1(A) SCIENCE-GRADE 6

OK Cancel

Copy Grade Setup: 1(A) SCIENCE-GRADE 6

Copy Grade Setup: 1(A) SCIENCE-GRADE 6
Copy the Q1 Grade Setup

Paste the Q1 grade setup into the following 1(A) SCIENCE-GRADE 6 reporting terms:

Select All	Reporting Term	Start Date	End Date	Current Setup
<input type="checkbox"/>	F1	08/26/2013 Mon	08/26/2013 Mon	Category weights
<input type="checkbox"/>	S1	08/26/2013 Mon	08/26/2013 Mon	Category weights
<input type="checkbox"/>	Q1	08/26/2013 Mon	08/26/2013 Mon	Category weights
<input type="checkbox"/>	Q2	10/26/2013 Sat	10/26/2013 Sat	Category weights
<input type="checkbox"/>	S2	01/18/2014 Sat	01/18/2014 Sat	Category weights
<input type="checkbox"/>	Q3	01/18/2014 Sat	01/18/2014 Sat	Category weights
<input type="checkbox"/>	Q4	03/28/2014 Fri	03/28/2014 Fri	Category weights

CLICK "Select All"

Click NEXT

Next Cancel

Copy Grade Setup: 1(A) SCIENCE-GRADE 6

Copy Grade Setup: 1(A) SCIENCE-GRADE 6
Copy the Q1 Grade Setup

Please confirm the following changes:

The final grade setup for each selected reporting term will be updated. Any existing final grades for those reporting terms will be recalculated based on the new setup.

Selection Summary:
Source: 1(A) SCIENCE-GRADE 6, Q1 - Category weights
To be copied to: 1(A) SCIENCE-GRADE 6 - F1, S1, Q2, S2, Q3, Q4
Please confirm that the selections are correct, or go back to edit.

Back Finish Cancel

CLICK FINISH

COPY WEIGHTS TO ALL CLASSES ALL YEAR

Calculate Q1 final grade using: **copy** **CLICK "COPY"**

☐ Total points

☐ Term weights

☒ **Category weights**

**Choose "Entire class"
Click "OK"**

Copy Final Grade Setup

Copy this reporting term or the entire cl...

Select the item to be copied

☐ Q1 only

☒ **Entire class - 1(A) SCIENCE-GRADE 6**

OK Cancel

Copy Grade Setup: 1(A) SCIENCE-GRADE 6

Copy the 1(A) SCIENCE-GRADE 6 Grade Setup

Paste the **1(A) SCIENCE-GRADE 6** final grade setup to the following classes:

2013-2014

	Classes	
<input checked="" type="checkbox"/>	4(A) LANGUAGE ARTS	13-14
<input type="checkbox"/>	4(A) CURRICULUM ASSISTANCE 6	S2
<input type="checkbox"/>	4(A) CURRICULUM ASSISTANCE 6	S1
<input checked="" type="checkbox"/>	5(A) LANGUAGE ARTS	13-14
<input checked="" type="checkbox"/>	5(A) SCIENCE-GRADE 6	13-14
<input checked="" type="checkbox"/>	6(A) LANGUAGE ARTS	13-14
<input checked="" type="checkbox"/>	6(A) SCIENCE-GRADE 6	13-14
<input checked="" type="checkbox"/>	7(A) HOMEROOM6	13-14
<input checked="" type="checkbox"/>	7(A) HOMEROOM7	13-14

Check all boxes

Click NEXT

Next Cancel

Copy Grade Setup: 1(A) SCIENCE-GRADE 6

Copy the 1(A) SCIENCE-GRADE 6 Grade Setup

Please confirm the following changes:

The final grade setup for each selected class will be updated. Any existing final grades for the reporting terms in those classes will be recalculated based on the new setup.

Selection Summary:
Source: 1(A) SCIENCE-GRADE 6

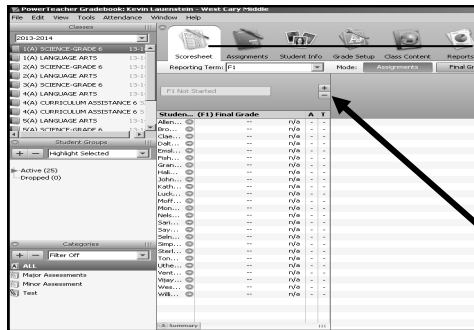
To be copied to:

- 1(A) LANGUAGE ARTS
- 2(A) SCIENCE-GRADE 6
- 2(A) LANGUAGE ARTS
- 3(A) SCIENCE-GRADE 6
- 4(A) LANGUAGE ARTS
- 5(A) LANGUAGE ARTS
- 5(A) SCIENCE-GRADE 6
- 6(A) LANGUAGE ARTS
- 6(A) SCIENCE-GRADE 6
- 7(A) HOMEROOM6
- 7(A) HOMEROOM7

CLICK FINISH

Back Finish Cancel

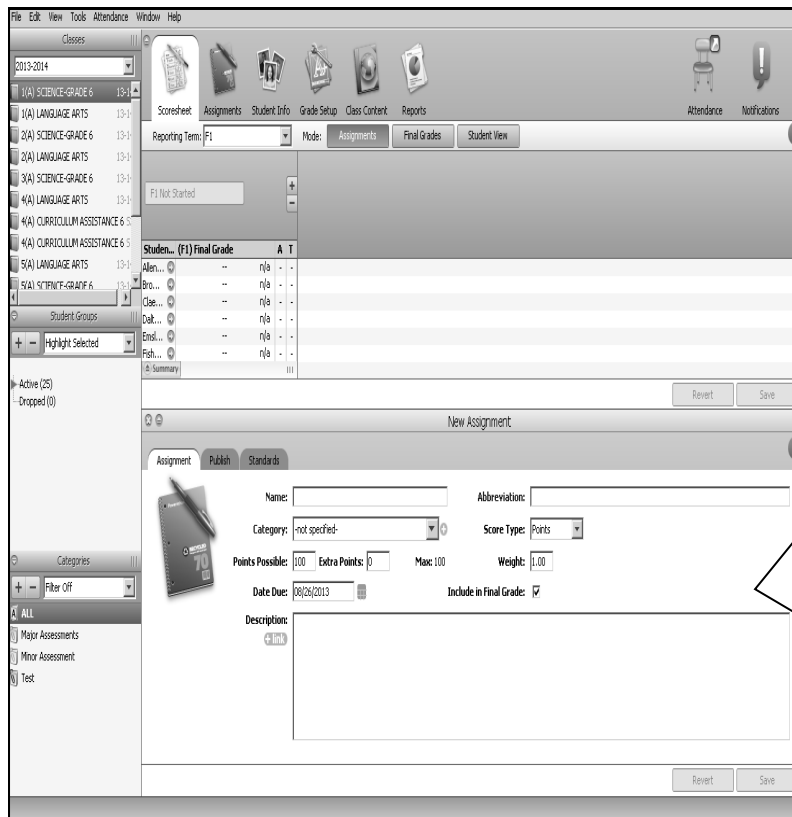
CREATING AN ASSIGNMENT IN GRADEBOOK



CLICK TAB FOR "SCORESHEET"

CHOOSE CLASS FROM LEFT TO ADD ASSIGNMENT

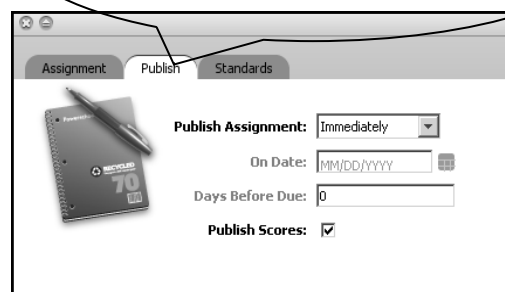
CLICK + TO ADD ASSIGNMENT
CLICK - TO DELETE ASSIGNMENT



Complete the details of the assignment
(be thorough this description is what
parents/students will see in "Portal")

CLICK "SAVE"

"Publish" tab allows you to decide when grade will
show in "Portal"



ENTERING GRADES

Reporting Term: F1 Mode: Assignments

F1 Not Started

hop scotch 08/28/2013

Student...	(F1) Final Grade	A	T	ho	%
Allen...	--	n/a	-	-	
Bro...	--	n/a	-	-	
Clae...	--	n/a	-	-	
Dalt...	--	n/a	-	-	
Emsl...	--	n/a	-	-	
Fish...	--	n/a	-	-	
Gran...	--	n/a	-	-	
Hali...	--	n/a	-	-	
John...	--	n/a	-	-	
Kath...	--	n/a	-	-	
Luck...	--	n/a	-	-	
Moff...	--	n/a	-	-	
Mon...	--	n/a	-	-	
Nels...	--	n/a	-	-	
Sar...	--	n/a	-	-	
Say...	--	n/a	-	-	
Seh...	--	n/a	-	-	
Smp...	--	n/a	-	-	
Ster...	--	n/a	-	-	
Ton...	--	n/a	-	-	
Uthe...	--	n/a	-	-	
Vent...	--	n/a	-	-	
Vilay...	--	n/a	-	-	
Wes...	--	n/a	-	-	
Will...	--	n/a	-	-	

Summary

After the Assignment is created, you may choose to type in the per-cent grade

Student...	(F1) Final Grade	A	T	ho	%
Allen...	--	n/a	-	-	
Bro...	--	n/a	-	-	
Clae...	--	n/a	-	-	
Dalt...	--	n/a	-	-	
Emsl...	--	n/a	-	-	
Fish...	--	n/a	-	-	
Gran...	--	n/a	-	-	
Hali...	--	n/a	-	-	
John...	--	n/a	-	-	
Kath...	--	n/a	-	-	
Luck...	--	n/a	-	-	
Moff...	--	n/a	-	-	

Collected

Late

Exempt

Missing

Grades

Clear Score

Fill Scores

Show Score Inspector

Right CLICK will show this menu which allows GREAT flexibility in the information that is provided through the Portal(s)

Fill Assignment Scores

Specify assignment scores and attributes

Assignment: **hop scotch**

Choose which score cells to fill:

☒ Items with No Score

☐ Replace All

Scores

Choose one or more values to fill:

☐ Collected: ☐

☐ Late: ☐

☐ Exempt: ☐

☐ Missing: ☐

☒ Score:

☐ Comment:

Approximately 2048 characters left

OK Cancel

FILL SCORE

-Use when you want to mark all the same scores for entire class.

A blank grade DOES NOT record as a 0% in PowerSchool

SCORE INSPECTOR

-Allows you the flexibility to scroll through each student to mark "Score Card"

Assignment Score

Student: **Allen, Marcy**

Assignment: **hop scotch**

Score Comment

Scoring Type: **Percentage**

Collected: ☐ Late: ☐

Exempt Score: ☐ Missing: ☐

Score:

Points: **-/100**

Percent:

Grade:

Comment:

Approximately 2048 characters left

Clear Close