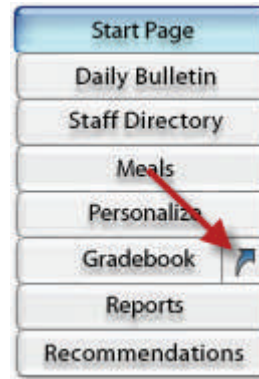


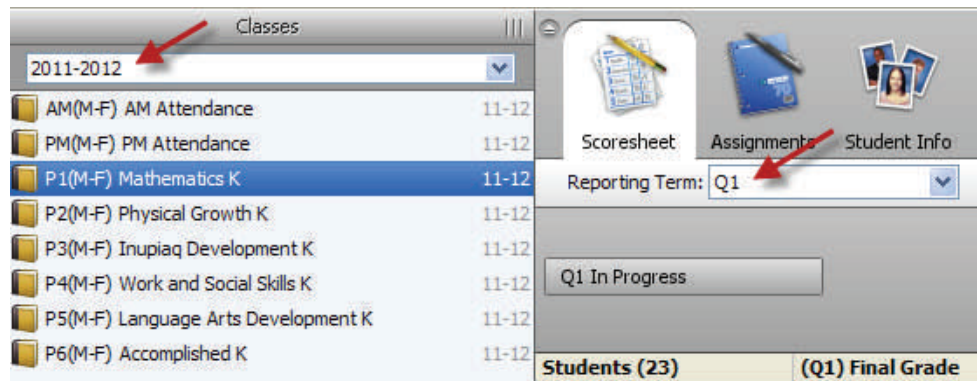
# Using Gradebook to Enter K Grades

This guide will walk you through the steps of entering grades and comments correctly for K students. You will use the Gradebook program to enter all grades and comments.

Log into PowerTeacher and launch your Gradebook.



Make sure you are viewing the current year classes and that the reporting term is correct by checking the year you are viewing and the reporting term.



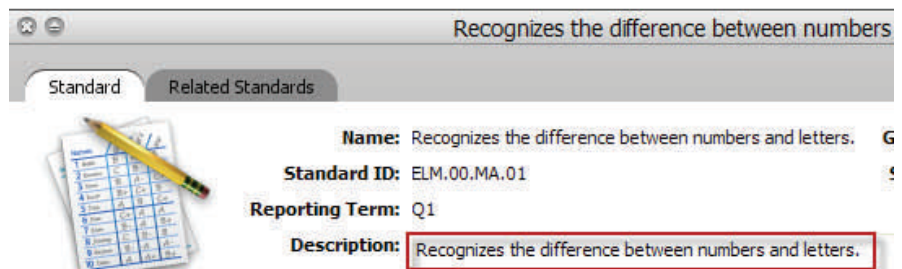
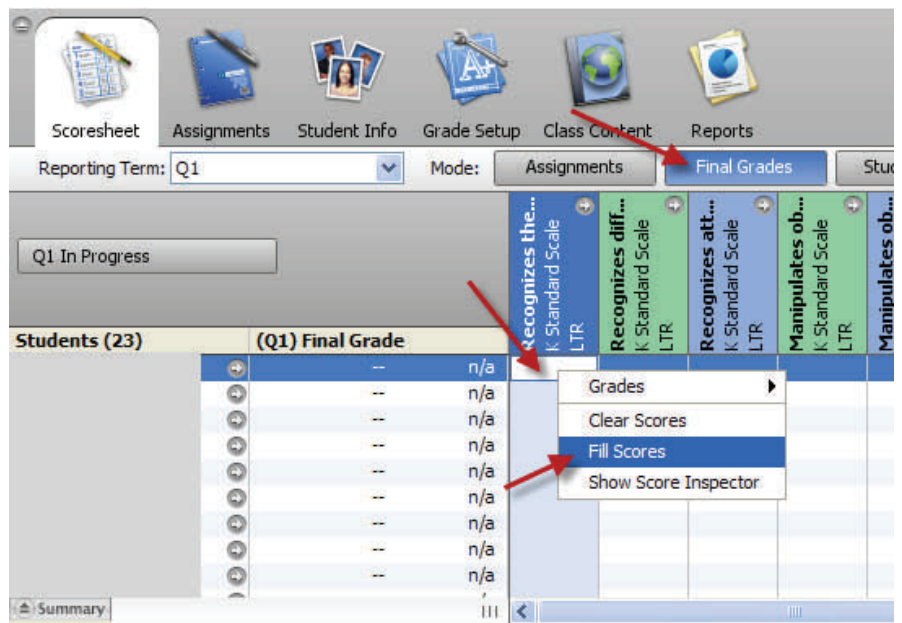
You will enter grades and comments for Math, Physical Growth, Inupiaq Development, Work & Social Skills, and Language Arts. The 'Accomplished K' class is a placeholder for the items you circle on the report card after it is printed.

Click on the class that you wish to enter grades for, make sure you are viewing the 'Scoresheet' tab, then click the 'Final Grades' button. This will show all the standards associated with that class. For an idea of how these look on the report card download the sample report card for Kindergarten from the PowerSchool Teachers page on the district website.

The standards are written vertically and are hard to read, to see the entire standard double-click the colored column, you will then see the description pop-up below the scores.

You can enter a grade for all students at once using the Fill Scores option. Under the first standard double-click (or two-finger click or control-click on a Mac) and select Fill Scores, continued on the next page...

You can also simply type in the letter grade for each student for each standard. Letter grades for K students are E, S, I, N, U, and NA.



# Using Gradebook to Enter K Grades

The Fill Final Grades window will open, select the 'Replace All' option, select the grade from the drop-down list below. Click OK and the scores are filled in.

After assigning all students the same grade you can then modify individual student grades, simply click on the student's grade and type the new grade in.

Fill Final Grades

Specify final grades and attributes

Standard: Recognizes the difference between numbers and letters.

Enter grade to fill:

Students with No Grade

Replace All

Scores

Scoring Type: Grade

Grade Scale: K Standard Scale

Grade: K

OK Cancel

Continue entering grades for each standard until you get to the Comments column (with the blue circle C). This is where comments are entered for this subject. To enter comments double click the entry box below the Comment column.

Rote counts. (1... K Standard Scale LTR	Rote counts ba... K Standard Scale LTR	Counts concret... K Standard Scale LTR	Skip counts by ... K Standard Scale LTR	Writes numbers, K Standard Scale LTR	Uses ordinal nu... K Standard Scale LTR	Math Comment K Standard Scale LTR	Math Comm...
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This will open the Standard Comment window. If you are going to use comments from the comment bank I suggest that you change the 'Separate Using' from Line to Spaces, it will take up less room. You can type your own comments in addition to using pre-defined comments.

Standard Comment

Student: [Redacted]

Final Grade Item: Math Comment - Comment

Reporting Term: Q1

Narrative Comment

Code	Comment	Cat...
33	Assignments/projects incomplete.	
14	Behavior creates a problem.	
34	Comes unprepared for class	
09	Displays initiative.	

Separate Using: Spaces

Insert Selected

Comment:

Type your comments here, or double click to insert comments from the above list.

0 of 4000 characters

Clear Close

You can switch students by clicking the up and down arrows in the Standard Comment window or click the next student's comment entry box.

After you have entered comments for each student click close, then SAVE your Gradebook. Only after you have saved will your comments appear on report cards.

You will enter grades and a narrative comment for Math, Work and Social Skills, and Language Arts Development.

For the Physical Growth class there are grades and comments to enter, however the comments you enter should only be the student's height and weight in numbers (inches and pounds), there is no room to enter more than that, see the next page...

The Inupiaq Development class only requires that two grades be entered, there are no comments.

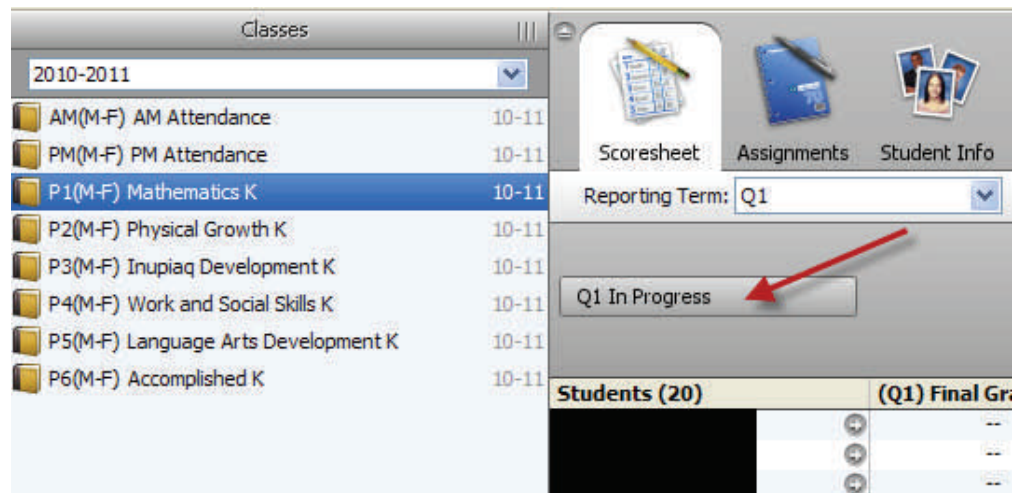
# Using Gradebook to Enter K Grades

Type no more than what you see here for height and weight comments. The report card is not designed to store any more than a few characters.

	Q1	Q2
Student Height	45 in	
Student Weight	50 lbs	

When you are all done entering grades for your PK Standards class you will need to verify that ALL your grades have been entered and are correct. You do NOT need to do this for your AM/PM attendance.

Click on the 'QX In Progress' button above the list of students. This opens the Final Grade Completion Status window. Check the box that your final grades are complete and enter a comment that indicates your grades are complete with your name.



The icon will change to green and you'll see a check mark. By doing this for each class you are verifying that your grades are complete and correct. This must be done before your report cards can be printed.

