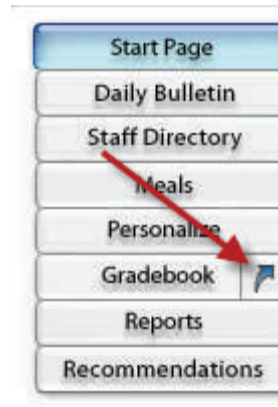


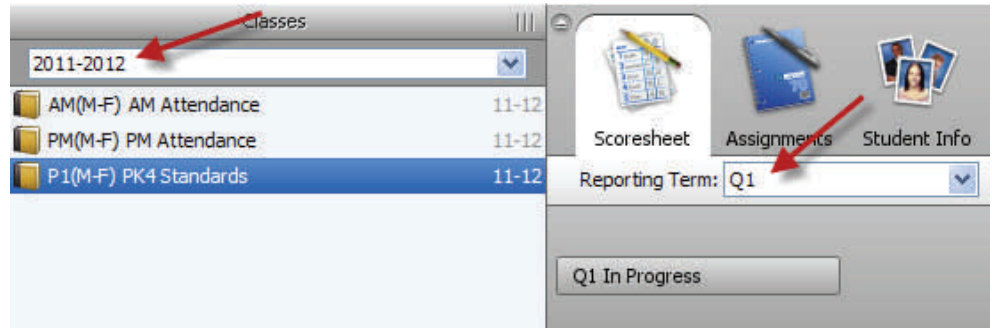
Using Gradebook to Enter PK Grades

This guide will walk you through the steps of entering grades and comments for PK students using the Gradebook.

Log into PowerTeacher and launch your Gradebook.

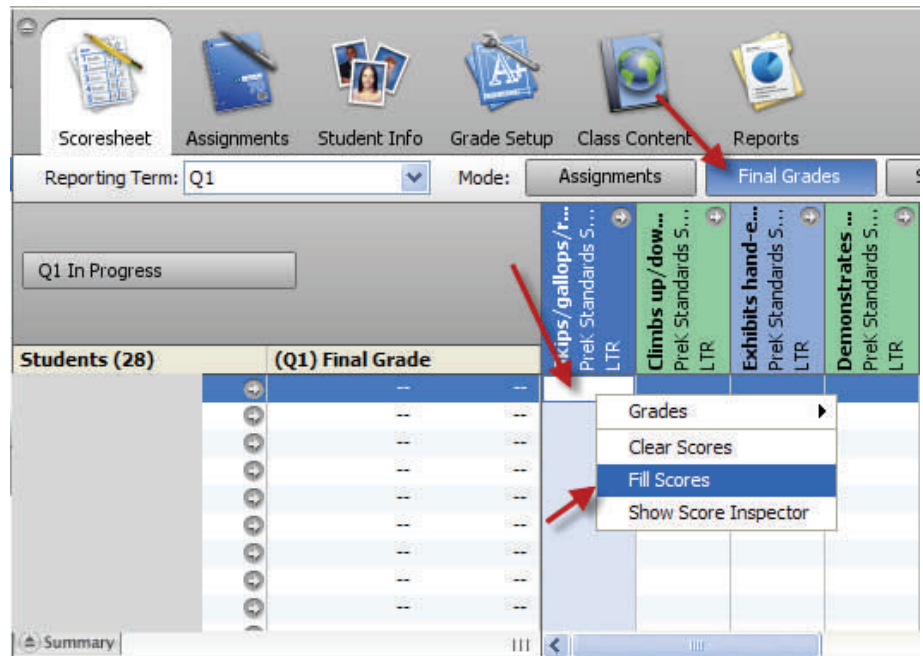


Make sure you are viewing the current year classes and that the reporting term is correct by checking the year you are viewing and the reporting term.



All your grades and comments will be entered in the PK4 Standards class.

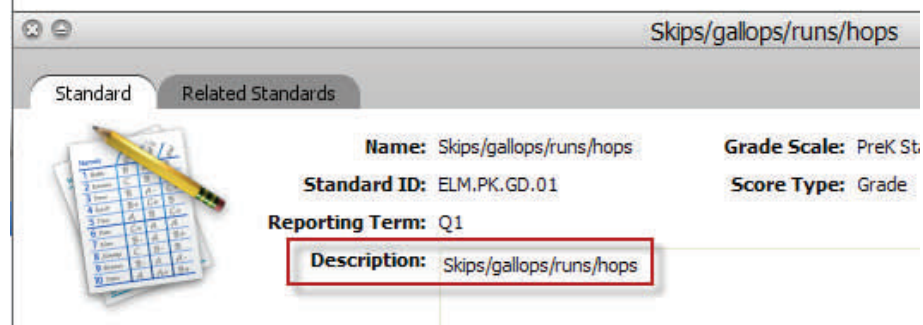
Click on the PK4 Standards class, make sure that you are viewing the Scoresheet tab, then click the 'Final Grades' button. This will show all the standards associated with that class. For an idea of how these look on the report card download the sample report card for PK from the PowerSchool Teachers 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...

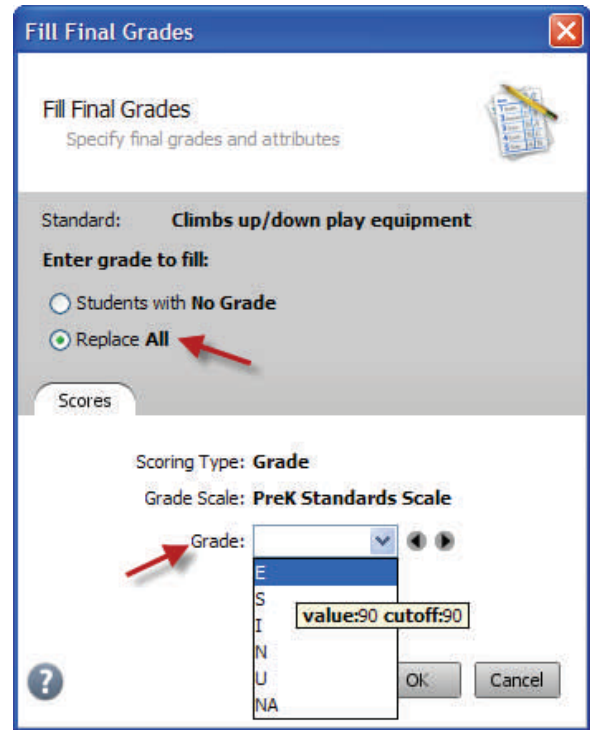
You can also simply type in the letter grades for each student (E, S, I, N, U, NA).



Using Gradebook to Enter PK 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.



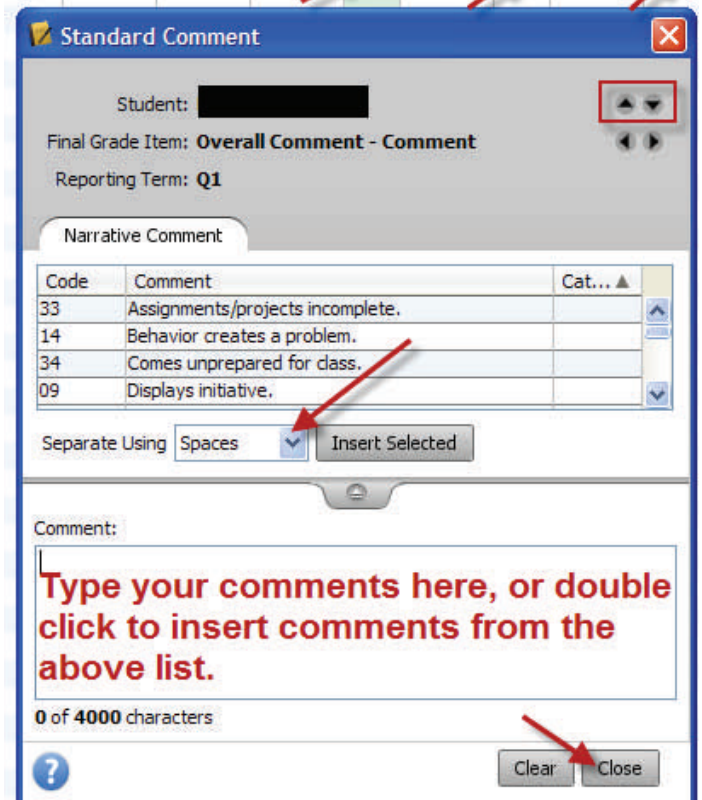
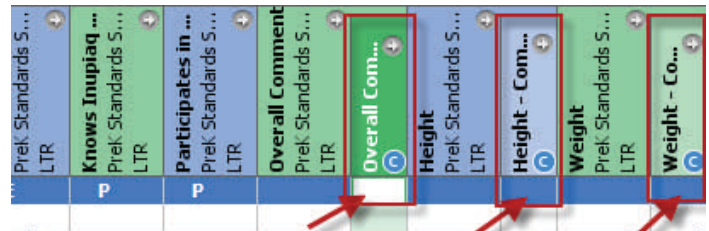
Continue entering grades for each standard until you get to the Comments columns (with the blue circle C). For PK you will enter comments for 'Overall Comment', 'Height', and 'Weight'. To enter comments double click the entry box below the Comment column.

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.

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.

The Overall Comment is where you will type all your comments about the student.

See the next page for info on the height and weight comments...



Using Gradebook to Enter PK Grades

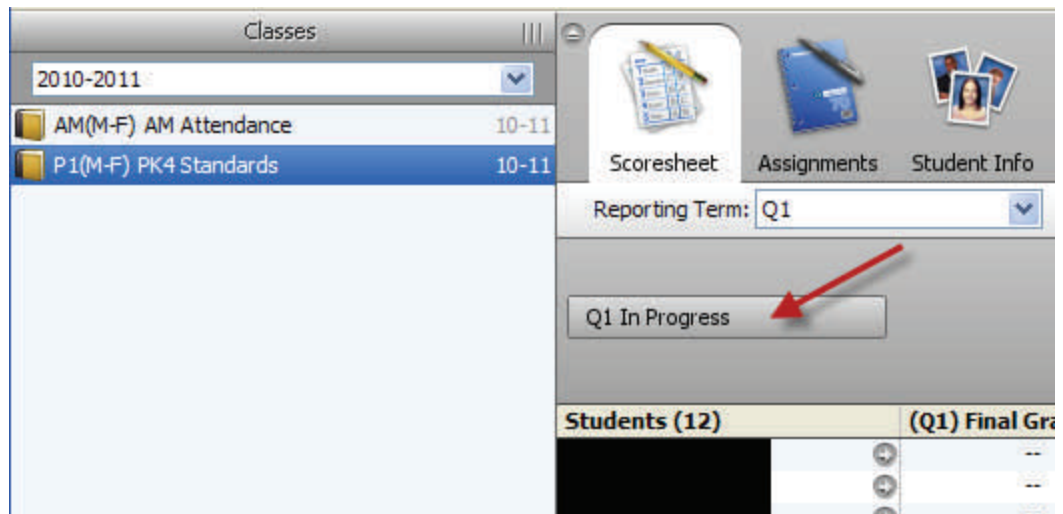
Type no more than what you see here for height and weight comments. The report card is not designed to store any more than a few characters.

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.

	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.

