

PowerSchool SIS: PowerTeacher Pro Part 2

PowerSchool's HTML-based gradebook, PowerTeacher Pro, includes advanced features for standards-based grading, traditional grading, student performance analysis, and reporting.

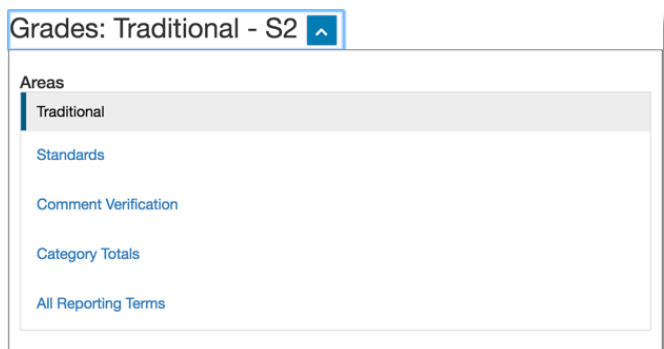
In this course, learn how to use the gradebook to:

- Work with final grades
- Assess student and class performance
- Run PowerTeacher Pro reports

Working with Final Grades

Final grades are updated automatically throughout the term as you enter assignment scores in the gradebook. When the term comes to a close, however, you may have additional tasks to perform before submitting grades for report cards to make sure your final grades are accurate. For example, you may have to enter standards grades, modify individual scores, enter citizenship scores, or award variable credit. Occasionally, you may also need to modify a student's final grade in a course based on effort, participation, or other performance factors.

To work with final grades, click **Grading** and use the links in the Grades section. Access the same links through the Quick Menu—the arrow next to the heading at the top of the grading pages.



Click **Traditional** to view the traditional grades for an entire class, along with a summary of how many absences, tardies, missing assignments, late assignments, and incomplete assignments each student has. To edit the final grades, click in the first column and edit the data in the Score Inspector. The grades correspond to the reporting term you select in the term menu in the top-right corner of the page. To see grades for a different term, open the term menu and select a reporting term code.

Open the Quick Menu and click **Standards** to view or edit the standards final grades for an entire class for the selected term. Use the Standards page when preparing for report cards to quickly evaluate or modify your students' standards grades. Hover your cursor over a standard identifier to view the standard name and description. To edit a final grade for a student, click in the grade cell for a standard and edit the data in the Score Inspector. To evaluate the supporting assignment scores for a standards grade, in the Score Inspector, click the graph icon to open the view-only standards progress graph for the selected standard and student.

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The progress graph shows how the student performed on the standard over a period of time. Use the arrows to the left and right of the standard ID in the Score Inspector to view graphs showing the selected student's performance on other standards assessed this term. To open the student's Standards Progress page to change the supporting assignment scores, click **Show More** at the top of the graph. (Learn more about the Standards Progress page in the Analyzing Performance section of this course.) Click the graph icon in the Score Inspector again to close the progress graph. To view additional standards metrics, click the gear icon at the top of the Standards page and then select **Show Metrics** to view the mean, median, and mode statistics.

If you see the Professional Judgment Indicator on the Standards page, note the student's name and the standard label. Then click **Students**, select the student, and click **Standards Progress**. Locate the standard on the student's Standards Progress page. Scroll, if necessary, to see the term that features the indicator. Click the assignments icon at the right to view a graph of all scores on assignments aligned to that standard. You will probably see that one of the most recent scores doesn't seem to fit the pattern the student displayed through the rest of the term. If his performance on that assignment does not accurately reflect his mastery of that standard, modify the final grade for the standard.

Return to the Grading options and choose **Comment Verification** to view or add final grades comments. Use this page when you are getting ready to complete grades for report cards. To add or edit a comment, click a student's final grades and click the Comment icon in the Score Inspector. Add comments for additional students and click **Save**.

Open the Quick Menu and select **Category Totals** to view a summary of students' grades by assignment category. Use category totals to assess how students performed in one assignment category versus another, or to analyze the difficulty of one category type versus another. For example, if students received significantly lower scores on assignments in the Homework category than in the Test category, you might revisit the homework assignments and analyze their difficulty. To view additional metrics, click the gear icon at the top of the page and then select **Show Metrics** to view the mean, median, and mode statistics.

To view and work with students' final grades from all reporting terms, open the Quick Menu and click **All Reporting Terms**. Each column represents a reporting term. The column that corresponds to the current term is highlighted. Click a student's final grades for a reporting term and use the Score Inspector to modify scores or add comments.

Click **Save** after you make any grading changes. When you change a final grade manually, the cell that contains the student's final grade will have a small triangle in the upper-left corner, indicating that the grade has been modified manually. The Score Inspector will display both the modified grade and the original calculated grade. To revert to the calculated grade, click the Undo icon in the Score Inspector.

To work with the final grades for students in another class, click the name of the currently selected class at the top of the gradebook window and choose a different class.

Activity 1 – Modify a Final Grade

You've evaluated a student's performance and found that you need to modify the student's final grade to account for increased effort and demonstration of standards mastery. Edit the student's final traditional and standards grades in the gradebook.

1. Click **Grading**
2. Click **Traditional**
3. Click a student's final grade

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4. In the Score Inspector, edit the student's grade to be higher than it is currently

For example, change a letter grade of A- to A and a percentage of 91 to 94.

5. Click **Save**

Notice that the student's final grade cell has a small triangle in the upper-left corner, which indicates that the grade has been modified manually.

6. Open the Quick Menu and select **Standards**
7. Click a standards grade for the same student
8. In the Score Inspector, click the graph icon to open the view-only standards progress graph for the selected standard and student
9. Review the progress graph to see how the student performed on the standard over time, then click the graph icon in the Score Inspector again to close the progress graph
10. Using the Score Inspector, edit the student's final standards grade

For example, change a score of 3 to 4 or a score of M to E.

11. Click **Save**

Viewing Dropped Students

When working with final grades, if you need to view, modify the final grades for, or enter comments about the students who have dropped your class, do so from the Traditional grades page.

To view a dropped student, select the class the student was in and click **Grading**. Then click **Traditional**. Click the gear icon and select **Show Dropped Students**.

Click the student's final grade to modify the grade or to enter comments using the Score Inspector. Then click **Save**. To return to the list of currently enrolled students, click the gear icon and select **Show Active Students**.

Entering Citizenship Scores

If your school doesn't track behavior through standards, then your district leaders may enable citizenship score entry and set up a citizenship scale that includes codes, like S for Satisfactory or N for Needs Improvement, for you to use in PowerTeacher Pro. If your school policy requires you to enter citizenship scores for your students, use the Traditional grades page to do so.

Activity 2 – Enter Citizenship Scores

The end of the term is approaching and you've been reviewing students' final grades and making adjustments as needed. Now that you're done with the academic grades, it's time to focus on your students' behavior scores. Your school does not track students' behavior through standards. Instead, your school has its own citizenship grading criteria, and teachers enter an overall citizenship score for each student that will appear on the student's report card. Enter your students' citizenship scores in PowerTeacher Pro.

1. Click **Grading**
2. Click **Traditional**

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3. Click in a student's cell in the Citizenship column
4. In the Score Inspector, select a citizenship score, such as **S**
5. Enter citizenship scores for the rest of the students

If the majority of your students received the same citizenship score, enter the scores that are different first, then fill the common scores to save time.

6. Click **Save**

Awarding Variable Credit

If you teach at a school that has an alternative education program or any sections in which students can earn variable credit hours for a course, your school administrator can set up PowerSchool so that you can enter variable credit for students in PowerTeacher Pro.

Using variable credit, teachers can specify how much credit each student attempted (potential credit) and how much credit each student is awarded (earned credit), regardless of the credit hours specified for the course or the grade the student earned for the class in a term.

Once variable credit is enabled for one or more of the sections you teach, use the Traditional grades page to enter variable credit. Click **Grading** and select **Traditional**. If your school's transcripts include both awarded and attempted credit, you'll see two columns on the Traditional page for entering the variable credit values. If transcripts include only awarded credit, then you'll see only one column for entering the credit values in PowerTeacher Pro. Keep in mind that the character limit for a variable credit entry is 7 characters.

In some cases, students who earn traditional credit hours and students who earn variable credit hours are enrolled in the same sections. For example, students may earn variable credit in a course if the course requirements have been partially satisfied due to interrupted attendance in the course because of mid-semester enrollment, transfer, or significant absences. In these classes, teachers enter the variable credit for only those students for whom variable credit is applicable.

Activity 3 – Award Variable Credit

It's the middle of the term and one of your students is transferring to a school in another district. Your school's policy allows for credit to be awarded for in-progress work when students transfer out of the district. The course you teach is worth 1 course credit and is identified in the course catalog as a variable credit course. The student completed half of the course requirements. Enter the student's awarded and attempted credits in PowerTeacher Pro.

1. Click **Grading**
2. Click **Traditional**
3. Click in a student's cell in the Awarded column
4. Enter **.5** as the number of credits the student earned
5. Click in the same student's cell in the Attempted column
6. Enter **1** as the number of credits the student attempted
7. Click **Save**

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Recalculating Assignment Scores and Final Grades

Although grades in PowerTeacher Pro are calculated automatically, you can force a recalculation, if necessary. Use the recalculate tool after making significant changes in the gradebook, such as adding multiple assignment scores for students who transferred from another class. Also, recalculate assignment scores, special codes, and final grades when your PowerSchool administrator changes a setting that affects the gradebook, such as the grade calculation formula or grade scale.

To use the recalculate tool, click **Grading** and then select **Traditional**. Click the gear icon and then select **Recalculate Final Grades**. Select the classes for which you are recalculating grades. To recalculate traditional grades, check **Traditional Final Grades**. To recalculate standards scores, check **Standards Final Grades**. To update existing assignment scores and special codes, open the Advanced Options pane and check **Refresh Assignment Scores**. (Recalculate assignment scores only when your PowerSchool administrator changes the grade scale after you've entered scores.) Then click **Recalculate**.

Don't worry. If you've modified final grades manually, when you recalculate grades, the modified grades will not revert back to the system-calculated grades. Remember, if you wish to revert to the calculated grade, use the Undo icon in the Score Inspector.

Note: You can also access the Recalculate Final Grades link under the gear icon by clicking Grading and selecting Scoresheet, Standards, Comment Verification, Category Totals, or All Reporting Terms. Or, click Students and then select Assignments, Standards Progress, or Comment Log.

Submitting Final Grades

At the end of the term, notify your school's PowerSchool administrator that you have finished entering the scores for the term and that final grades are ready to be stored. Or, if you are not yet done with final grades and the final grade deadline is near, send a status comment to your PowerSchool administrator, such as **Final grades will be done by Friday**. Your PowerSchool administrator will see the final grade statuses of your classes, along with any status comments you've submitted, by running the Section Readiness report in PowerSchool.

Activity 4 – Submit Final Grades for Semester 2

It's the end of the Semester 2 term and you've completed final grades for your classes. Update the final grade status in PowerTeacher Pro to let your PowerSchool administrator know that grades are done and ready to be included on report cards.

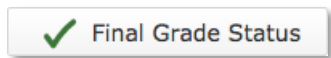
1. Select a class and verify that you are in the S2 term
2. Click **Grading**
3. Select **Traditional**

Or select Standards or Comment Verification.
4. On the bottom of the page, click **Final Grade Status**
5. To indicate that you have completed your final grades, check **S2 Final Grades are Complete**

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6. Enter a comment indicating that final grades are complete and click **Save**

The green check mark next to "Final Grade Status" indicates that final grades are complete.



Remember, if you aren't finished with final grades yet, leave the check box clear, enter a status comment indicating when you will be finished for your PowerSchool administrator, and click **Save**.

7. Repeat the process for one of your other classes

Understanding Locked Reporting Terms

At the end of a reporting term, your PowerSchool administrator may choose to lock the reporting term to prevent changes to grades so that the grades in teachers' gradebooks remain the same as the grades that have been stored in PowerSchool and included on report cards. Your PowerSchool administrator will define the dates on which reporting terms will be locked. Once a reporting term is locked, you will not be able to change final grades, assignment scores, or assignments that have been scored. Additionally, if you recalculate final grades, grades in any locked terms will not be recalculated.

If your school or district leaders decide to lock reporting terms, you will see warning messages at the top of PowerTeacher Pro pages, such as the Assignments and Scoresheet pages.

- Before the reporting term is locked, you will see a warning message indicating when the reporting term will be locked

For example, you may see a message that says the reporting term will be locked in five days. Be sure to complete final grades before the end of the lock date.

- Once a reporting term has been locked, you will see a message indicating that the term is locked

If you attempt to score an assignment or a standard aligned to an assignment that has a due date in a locked term, you will also see a message in the Score Inspector indicating that the score is locked.

What if you need to correct a final grade after a term is locked? If you need to change assignment scores or final grades after a reporting term has been locked, contact your PowerSchool administrator. Your administrator can temporarily unlock one or more of your classes so that you can make the necessary changes.

Analyzing Performance

Use the gradebook to analyze student performance at any time during the school year. Analyze performance throughout the term to ensure that students are mastering the skills and standards you are teaching. Review students' performance as you prepare to complete final grades for report cards, and then use the gradebook to prepare for and conduct parent-teacher conferences.

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Review how students in an entire class are performing using the Progress pages. The individual student pages provide helpful information during parent-teacher conferences to explain why a student earned a particular grade.

Individual Student Performance

To analyze an individual student's performance, begin by selecting the class the student is in at the top of the gradebook window. Then, click **Students** and select the student.

Assignments

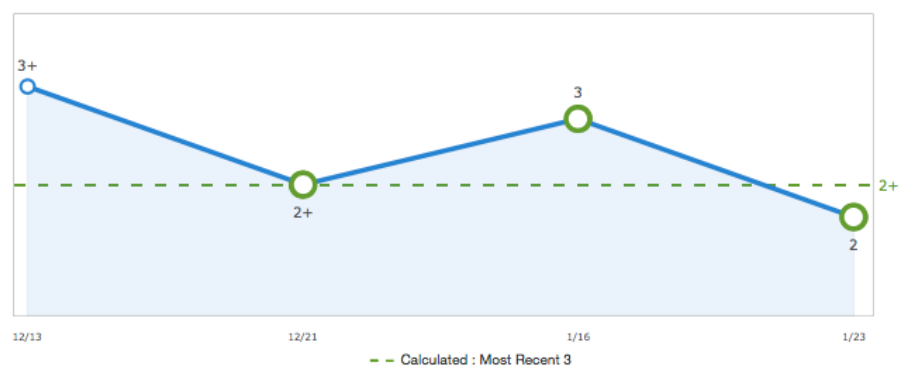
To view a summary of the student's grades and assignments for the selected reporting term, click **Assignments**. The Assignments student page is similar to the Assignments page you view for the entire class, except that it shows only the assignments and scores for the selected student. View a summary of the student's course grades at the top of the page. Click the gear icon next to the term menu and choose **Show Filter** to use the filter to search for assignments by assignment name, due date, score, or standards. The assignments are listed by the most recent due date by default. To view the details of the standards that are aligned to an assignment, click the icon in the Standards column. Click **OK** to close the Assignment Standards Detail window.

Standards Progress

To navigate to the student's other pages, use the Quick Menu. For example, to view the student's standards grades, open the Quick Menu, scroll down below the list of student names to the Student View submenu, and select **Standards Progress**. The Standards Progress page shows the student's standards grades for each standard that was assessed by reporting term. The column that corresponds to the selected term is highlighted. Compare the grades the student received in each term to assess his or her progress.

To view the assignments that you used to assess the standard, click the icon in the Assignments column. Use the graph at the top of the page to see how the student performed over time on the standard. For example, if the standard was assessed on four assignments, you can see the four standards scores the student received. If the calculation method is set to the three most recent scores, you can see those scores next to green circles on the graph and a dotted line that represents the calculated score.

In this example, you can see that the student's calculated standards score is 2+, based on the three most recent scores. You can also see that the student's demonstration of standard mastery decreased over the three most recent scores, so use your professional judgment to determine whether or not the student truly mastered the standard.



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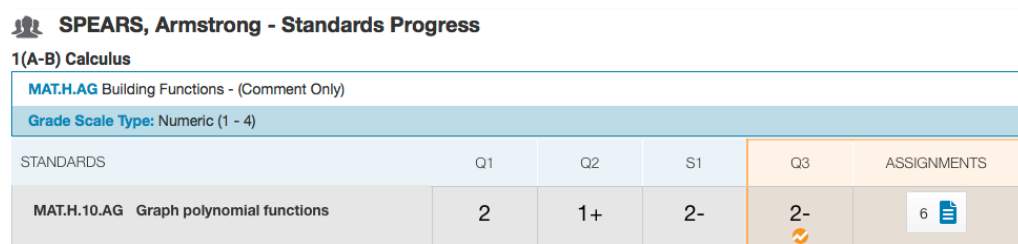
As outlined in the "Working with Final Grades" section of this course, you can also view a student's Standards Progress graphs directly from the Standards page by clicking the student's standards grade, and then clicking the graph icon in the Score Inspector.



To see a summary of the standards scores statistics, click **Show Metrics** below the graph.

- Most Recent – The average of the most recent score(s)
- Mean – The mathematical average of the scores
- Median – The middle of the scores (half of the scores are above this number and half are below)
- Mode – The most common score achieved
- Weighted Mean – The average of the scores based on the average of total weighted points
- Highest – The highest score

These statistical values are indicators of how well the student did on a specific standard. If any of the values are low, it may mean that the student needs additional practice on the skill or concept you're assessing, or you may need to revise the assignment. To view the student's performance on additional standards, open the Quick Menu and select a standard.

The orange Professional Judgment Indicator may appear next to a student's standard score on the Standards Progress page when evidence exists for mastery that may differ from the student's calculated standard score. To evaluate the student's level of mastery, click the Assignments icon next to the standard score.

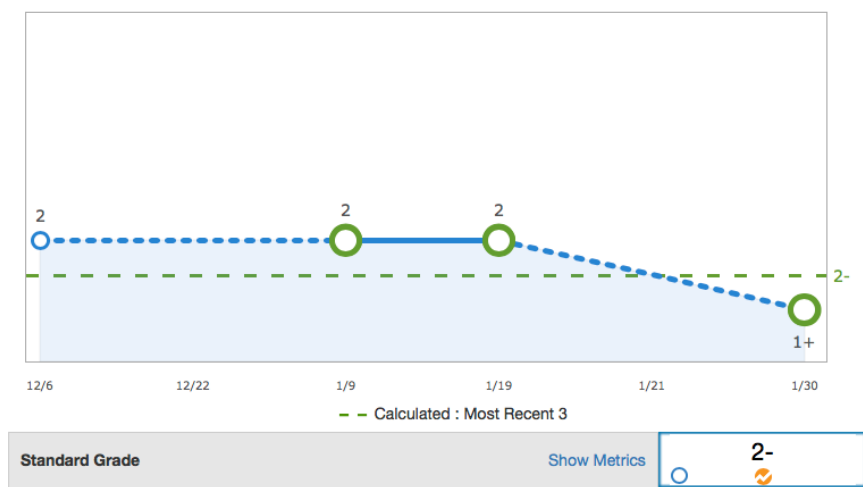


SPEARS, Armstrong - Standards Progress					
1(A-B) Calculus					
MAT.H.AG Building Functions - (Comment Only)					
Grade Scale Type: Numeric (1 - 4)					
STANDARDS	Q1	Q2	S1	Q3	ASSIGNMENTS
MAT.H.10.AG Graph polynomial functions	2	1+	2-	2- 	6 

In the example below, the student earned a standard score of 2 on most of the assignments, except for the last one. The student's calculated score is based on the three most recent scores, so the last score is included in the calculation, bringing his overall score down to a 2-. Use your professional judgment to evaluate whether or not the calculated score is a true indication of the student's level of mastery. For example, if the student was ill or had a bad test day, the last score may not be a true indicator of his skill level, so you could choose to ignore that score and change the calculated score from a 2- to a 2.

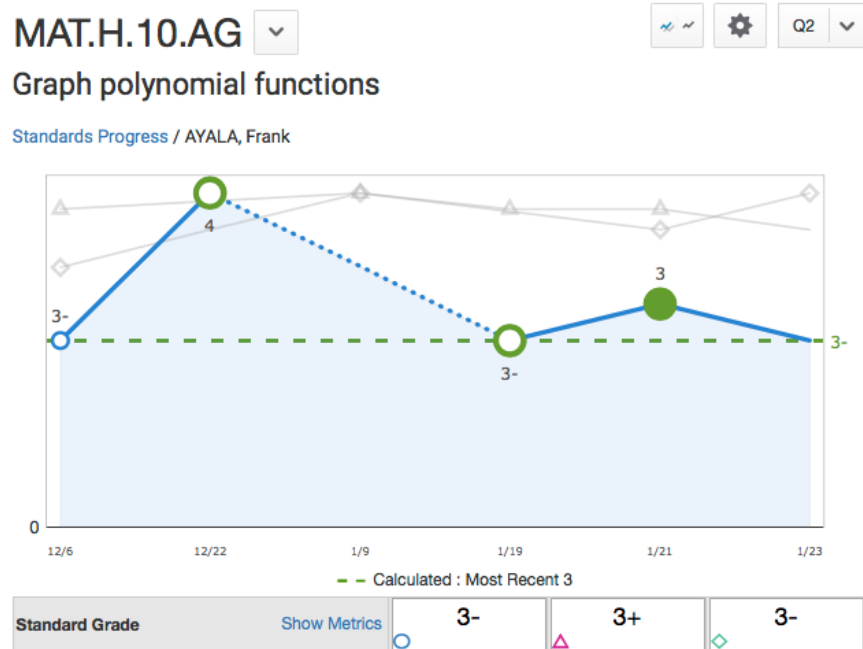
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Standards Progress / SPEARS, Armstrong - 1(A-B) Calculus



Graphing Additional Standards or Metrics

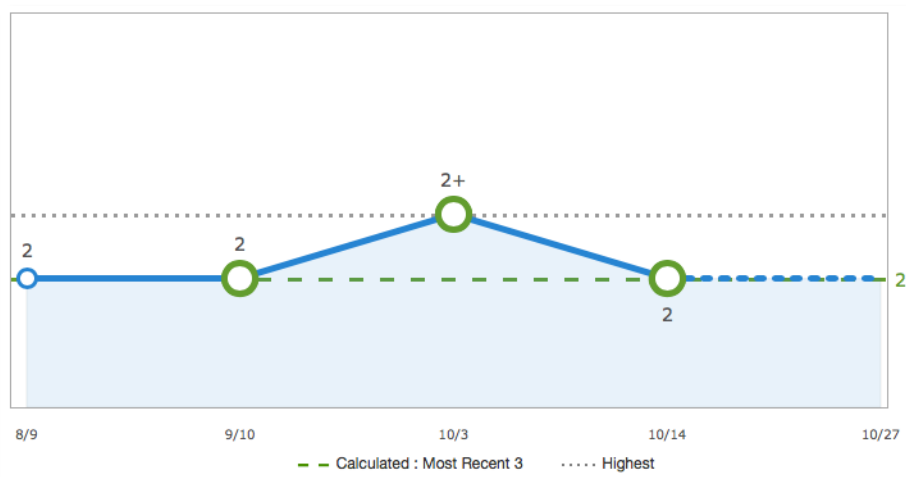
To compare a student’s progress on up to four standards, click the gear icon next to the term menu on the Standards Progress page. Then click **Progress Options**. In the Progress Options window, select the standards you want to include in the comparison and click **OK**. Then, click the Show/Hide Graphs icon next to the gear icon to view the student’s progress on all of the selected standards. Click one of the symbols, such as a triangle, on one of the line graphs for a different standard to highlight it and view the scores. Below the graph, view the calculated standard grades, the metrics, the aligned assignments, and the scores for the standards included in the comparison.



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By default, the Standards Progress graph displays a green dotted line that corresponds to calculated standard score for the term, determined by the chosen metric, such as Most Recent.

To add additional metrics to the graph, click the gear icon next to the term menu on the Standards Progress page and select **Progress Options**. In the Progress Options window, open the "Additional Metric To Graph" menu and select a metric, such as **Highest**. Then click **OK**. A gray dotted line appears on the graph, indicating the score that corresponds to the selected metric.



Comment Log

To view all of the comments you've recorded for the student, click **Students** and select **Comment Log**. Depending on the types of comments you've entered for the student, the comment log may show class grade comments, standards grade comments, and assignment comments.

Demographics

To view the student's demographics information, such as his date of birth or mother's phone number, open the Quick Menu and select **Demographics**.

Quick Lookup

To view the student's traditional Quick Lookup page, open the Quick Menu and select **Quick Lookup - Traditional**. The traditional Quick Lookup page is the same page that administrators see in PowerSchool and shows the student's attendance for the last two weeks, his current schedule, his current grades, a summary of his total absences and tardies, and his current GPA.

Click a final grade to see the scores and flags for the student's assignments, and to see the standards score information. Click the Standards icon to view the standards aligned to an assignment. Parents, students, and administrators will also see this information for all PowerTeacher Pro sections.

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PowerTeacher Pro Assignments

DUE DATE	CATEGORY	ASSIGNMENT	SCORE	%	GRADE	
04/14/2019	Clas	Chapter 11 Review	22.25/25	89	B	
04/03/2019	Test	Chapter 10 Test	100/100	100	A	View
03/22/2019	Grou	Reading Group	79/100	79	C	View
03/09/2019	Home	Unit 3 Homework	22.25/25	89	B	
02/28/2019	Quiz	Chapter 10 Quiz	39.5/50	79	C	
02/27/2019	Clas	Vocabulary Project	22.25/25	89	B	
02/05/2019	Clas	Chapter 10 Review	22.25/25	89	B	
		3.RL.01 - Ask and answer questions to demonstrate understanding of a text	M			
		3.RL.02 - Recount stories and determine the central message through key details	M			

To view the student's standards Quick Lookup page, open the Quick Menu and select **Quick Lookup - Standards**. Then click the arrow next to one of the student's classes to view the standards aligned to the course and the student's standards final grades. Click a standard final grade to view details about it. When a student is graded on the same standard in multiple classes, the student's final grades on that standard can be averaged into one final grade—view the standard grade rollup information on this page.

PowerTeacher Portal

To view the selected student's screens in PowerTeacher, open the Quick Menu and select **PowerTeacher Portal**. PowerTeacher opens in a new window so that you don't lose your place in PowerTeacher Pro and one of the student's screens is visible. The screen that appears depends on which screen you set up to be the default student screen in PowerTeacher. For example, you may see the student's Schedule screen.

Activity 5 – Review an Individual Student's Progress

In preparation for an upcoming parent-teacher conference, review a student's performance using the Assignments and Standards Progress student pages.

1. At the top of the gradebook window, select a class
2. Click **Students**
3. To view the selected student's performance, click **Assignments**
4. Review the student's course grades and individual assignment scores, then open the Quick Menu and select **Standards Progress**
5. Review the student's standards scores for each reporting term, then click the number in the Assignments column for one of the standards
6. Review the graph of standards scores, then click **Show Metrics** to review the student's statistical values for scores on assignments aligned to this standard
7. Click **Students** and select a different student to view his or her Standards Progress page

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Activity 6 – Find Attendance Information on the Quick Lookup Page

Find a student who has a missing assignment from the previous week, then check the student's attendance information to see if an absence accounts for the missing work.

1. Click **Grading**
1. Select **Scoresheet**
2. Click the gear icon
3. Select **Show Assignments from Most Recent**
4. Scroll through the table to find a student who either has no score or a Late, Missing, or Exempt flag for an assignment from last week
5. Click the student's name
6. Click the arrow next to the page name at the top of the page to open the Quick Menu
7. Select **Quick Lookup – Traditional**

In the Attendance By Class section of the table, view the student's attendance for this week and last week. See the total absences and tardies for the current term on the right side of the table.

Now that you've learned how to work with the Student View pages and analyze an individual student's performance in PowerTeacher Pro, try this challenge activity on your own. Find the answer key with step-by-step instructions attached to this course as a supplement.

Challenge Activity 1 – Working with an Individual Student

Locate one student in a class that has assignments and grades. Take note of the student's name. Then find the answers to the following questions.

1. How old is the student?
2. How many times was the student tardy in all of his or her classes during the Semester 2 term?
3. What is the student's Semester 2 final grade for the first course standard in his or her fourth-period class, or fourth subject?
4. How many standards are aligned to the most recent assignment that the student completed in Semester 2?
5. How many times has the student accessed the PowerSchool Student Portal?

Class Progress

To analyze the performance of an entire class, begin by selecting the class at the top of the gradebook window. Then, click **Progress**. Depending on how the gradebook is set up, you can view class progress on traditional grades and standards grades.

Traditional

To view traditional grades progress, select **Traditional** from the Progress menu. The graph on the Traditional Grades Progress page shows the distribution of grades for the class for the selected reporting term.

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The column on the left lists the number of students who have earned each traditional grade in the grade scale. The colors in the graph correspond to the grade scale color levels. For example, if the grade scale defines the grades A and A- as dark green, the graph displays a dark green bar that corresponds to the number of students who have an A or A-. To view the traditional grades included in each color level, click the information (i) icon.

The black demarcation line shows where the cutoff is between passing and failing grades. The numbers in the column on the right show the total number of students who have passing grades versus the total number of students who have failing grades.

To the right of the graph, view a summary of the total number of students who have missing, late, or incomplete assignments.

Click **View All** to open the Traditional Grades Distribution window. On the left side of the Traditional Grades Distribution window, view the grade distribution for each reporting term in the school year. Click the information (i) icon to view the grades included in each color level. On the right, view the grade trends of the students in the class for the selected term, compared to the previous term. A red arrow in the Grade column indicates that the student's grade is trending down between the selected terms. A green arrow indicates an upward trend, while no arrow indicates no change. You can see which students are performing better or worse between terms. To compare trends between a different selection of subsequent terms, click a term in the Grade Distribution column. Click the gear icon in the upper-right corner to select additional trend comparison options. To close the window, click **X** in the upper-right corner.

Standards

To view standards grades progress, select **Standards** from the Progress menu. The graph on the Standards Progress page shows the distribution of grades for each standard aligned to the course, for the selected class and reporting term.

All of the standards aligned to the course are listed in the Standards column. To the right of each standard, view a graph that displays the distribution of grades for the class. The colors in the graph correspond to the grade scale color levels. For example, if the grade scale defines the standard grade 4 as dark green, the graph displays a dark green bar that corresponds to the number of students who have a 4. The black demarcation line shows where the cutoff is between passing and failing grades. The numbers above the colored bars show the total number of students who have passing grades versus the total number of students who have failing grades. The graphical display makes it easy to see whether or not students in the class are demonstrating mastery of the standard, and helps you consider your instructional response. If, for example, you find that most of the students have failing grades, you may decide to reteach the concept or provide more opportunities for practice.

Click the graph to open the Standard Grades Distribution window. On the left side of the Standard Grades Distribution window, view the grade distribution for the selected standard for each reporting term in the school year. On the right, view the grade trends of the students in the class for the selected term, compared to the previous term to see which students have mastered the standard and which ones need more practice. A red arrow in the Grade column indicates that the student's level of mastery is trending down between the selected terms. A green arrow indicates an upward trend, while no arrow indicates no change. To compare trends between a different selection of subsequent terms, click a term in the Grade Distribution column.

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To change the display, click the gear icon at the top of the Standard Grades Distribution window. If a course group is currently selected instead of a single course, you might want to display student names by class. Elect whether to show empty grades, to display the trend icons, and what term to compare the currently selected term against. To close the window, click **X** in the upper-right corner.

On the right side of the Standards Progress page, the number in the Assignments column indicates the number of assignments that you've used to give students opportunities to practice the standard or to assess their levels of mastery. To view the assignments aligned to a standard, click the Assignments icon. The Standards Assignment Trend window lists the aligned assignments by category, name, due date, and score type. Use this window to analyze the types of assignments that you've used to assess the standard, or click the name of an assignment to view or edit the students' individual scores. To close the window, click **X** in the upper-right corner.

Activity 7 – Review Class Progress

Periodically throughout the term, you like to review the progress of your classes to analyze trends and to keep an eye on how students are progressing towards standards mastery. In some cases, you adjust standards scores based on your professional judgment of how students are demonstrating mastery. Review the distribution of traditional and standards grades for a class. Then make changes to students' standards scores on an assignment and return to the Standards Progress page to review the changes.

1. At the top of the gradebook window, select a class
2. Click **Progress**
3. Click **Traditional**
4. View the distribution of traditional grades and answer these questions:

How many students have failing grades? How many missing assignments are there in the class?
5. Click **View All**
6. Compare the students' grades trends in the current term to the previous term and answer these questions:

How many students' grades are worse in the current term? How many students' grades are better in the current term?
7. Select a different term in the Grade Distribution column and view the students' grades trends
8. Close the Traditional Grades Distribution window
9. Click **Progress**
10. Click **Standards**
11. View the Grade Distribution chart for the first standard listed and answer these questions:

How many students are demonstrating mastery? How many students are not?
12. Click the Assignments icon next to the first standard
13. Click the name of the first assignment

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14. In the first standard column, change several students' passing scores to failing scores and then save the scores
15. Navigate back to the Standards Progress page and review how the distribution of grades for the first standard has changed

Running PowerTeacher Pro Reports

The gradebook contains several reports that you can view onscreen or print. Personalize each report by entering a custom title, top and bottom notes, signature line, and by specifying fields to use or criteria to use. The following table provides brief descriptions of the reports:

Report Name	Description
Individual Student Report	<ul style="list-style-type: none">• Use this report to view or print a summary of the class activity per student• Include only one class or create a "multi-section" report by including the student's full schedule• Include student numbers next to student names for identification purposes• Present a summary of student work to parents at conferences or to a principal during a review, or use the report as a midterm update for students and parents• Choose whether or not to include course grades and attendance, assignments, category totals, standards scores, citizenship scores, and comments• Print the report for a few students or a group
Multi-Function Assignment Report	<ul style="list-style-type: none">• Use this report to view or print a list of students and scores per assignment• Use it to find missing, late, or incomplete assignments, to help students and parents keep up with class work, to target students who need extra help, or to gauge which assignments present the most challenges to students
Scoresheet Report	<ul style="list-style-type: none">• Use this report to print a copy of the Scoresheet page• Include final grades and assignment scores• Use student numbers or names• Sort students by name, student number, or randomly• Use it to post a printout of students' grades• Run the report as a PDF or an Excel spreadsheet

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Report Name	Description
Student Roster	<ul style="list-style-type: none">• Use this report to view or print demographic information by class• Use the report to keep track of money collected for classroom field trips, or as an emergency contact list, for example• Customize the report by adding blank columns (the report retains the information you entered last)• Use the Order arrows to arrange the columns in any order• Run the report as a PDF or an Excel spreadsheet

Using the Report Queue

Use the Report Queue to view and manage reports you've generated. Access the Report Queue by either clicking **Reports** in the navigation menu and selecting **Report Queue** or clicking the Notification icon and selecting **Report Queue**.

Reports in the queue are listed by name and date. View the icons in the Status column to see if a report is running, pending, completed, cancelled, or if there was an error. Refer to the legend for icon definitions.

To download and view a report, click the report name. To delete a report, click the Delete icon in the Actions column. To rerun a report using the same settings you used to run the original version, click the Information (i) icon in the Actions column, then click **Resubmit**. To update the status of a running or pending report, click **Refresh**.

Activity 8 – Create Progress Reports

Next week, you have parent-teacher conferences for your struggling students. You've already analyzed grades and identified the students who need parent-teacher conferences. Now, prepare for the meeting by creating progress reports that you can give to parents for their records.

1. Click **Reports**
2. Select **Individual Student Report**
3. Enter a report title, such as **Progress Report**
4. Open the Classes menu and choose the classes to include on the report

Click outside of the menu to close it.

5. You don't want to print custom class names on the progress reports for parents, so verify that the Use Custom Class Name check box is not selected
6. Since the progress reports are for your classes only, rather than for all of the students' classes, verify that the Use Student's Full Schedule check box is not selected
7. To generate each student's report as a separate file, check **Separate Report By Student**

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8. In the Sort Options section, open the Layout menu and choose **By Section, By Student**
9. To sort the report by students' last names, open the Students menu and choose **Last Name**

To use the preference for how student names are sorted by default in your gradebook that you defined under Settings > Display Settings, choose **Gradebook Preference**.

10. Use the Assignments menu to sort the assignments by due date or by category and due date; for example, choose **Due Date (Newest First)** to list the assignments by the most recent due dates
11. Open the Areas To Include menu and check **Course Grade Comments** and **Assignment Comments** to include any comments you've entered about the students in the report

"Course Grades and Attendance," Standards Final Grades, Assignments, and Category Totals are checked by default. If citizenship score entry is enabled, select **Citizenship** to include citizenship scores.

12. Click the Areas To Include menu again to close it
13. Verify that **Show Percentages** is selected to include students' grade percentages in the report
14. To include any assignments that have no grade data, such as those that haven't been scored yet, check **Show Assignments with no Data**
15. To include the standards identifiers for standards final grades, check **Include Standards Identifier**
16. To help with identifying students with the same name, add student numbers next to student names in the report header by selecting **Include Student Number with Student Name**
17. To include students' grades, assignments, and category totals from the current term, use the default settings under Date Range
18. Use the default settings under Data Filters to include any assignments, any scores, any category, and any course grades
19. Scroll to the top of the page and click the Students tab
20. To run the report for a selection of students rather than for all of the students in the classes, click **Add/Remove Students**
21. All of the students are selected by default, so clear the check box to the right of the Filter area, then in the list of students, check the boxes next to the struggling students' names

For the purposes of this activity, pick a few students at random.

22. Scroll to the top of the page and click the Format tab
23. Since you are including all of the available data in the report, leave the page orientation set to **Landscape** to make the text easier to read
24. Use the default option **PDF** for the report output

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25. To create a page break between students, check **Page Break**
26. Choose to exclude row shading to save ink during printing
27. Leave the “Include” check box clear for the Top Note option, since you don’t plan to include a note at the top of the report
28. Since you are meeting the student’s parents in person, you don’t need a signature line, so also leave the “Include” check box clear for the Bottom Note option
29. To generate the report, click **Run Report**

An alert at the top of the window indicates when the report is being processed and when it is complete.

30. To open the Report Queue, click **View Reports**

Also navigate to the Report Queue by clicking the Notification icon—which has a red number indicating the number of reports that are ready—and then selecting **Report Queue**.

31. If the report is still running, click **Refresh** to update the status
32. To download the completed report, click the report name

Depending on how your computer is configured, the report will be saved as a download or it will open in your browser. The report may also be downloaded as a zipped file. Now you can print the reports to share them with parents.

Activity 9 – Run a Student Roster Report

In the middle of the term, you take your students on an annual field trip to the local art museum. Use the Student Roster report to take attendance and to keep track of student participation during the field trip.

1. Open the menu at the top of the gradebook window and select the class
2. Click **Reports**
3. Select **Student Roster**
4. Enter a report title, such as **Field Trip Roster**
5. Since you selected a class before you navigated to the Reports menu, it is already selected for the Classes option
6. If you’ve customized the names of your classes and want to use the custom names in the report, check **Use Custom Class Name**
7. To sort the roster of students by last name, open the Students menu and choose **Last Name**
8. Add columns of student information by opening the Add Columns menu and clicking **Add** next to Gender and Grade Level
9. Click **Add** next to Blank twice to include a column for taking attendance and one for tracking participation

A column titled “Name” is included by default to list the students’ names.

10. Click the Add Columns menu again to close it

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11. Enter **Attendance** as the title of the first blank column
12. Enter **Participation** as the title of the second blank column
13. Scroll to the top of the page and click the Students tab
14. Verify that the report applies to all of the students in the selected class
15. Scroll to the top of the page and click the Format tab
16. Open the Orientation menu and choose **Portrait**
17. Use the default option **PDF** for the report output

To work with the data in a spreadsheet, choose **Excel**.

18. Use the default settings for the rest of the format options
19. To generate the report, click **Run Report**
20. To open the Report Queue, click **View Reports**

Or, click the Notification icon—which has a red number indicating the number of reports that are ready—and then select **Report Queue**.

21. If the report is still running, click **Refresh** to update the status
22. To download the completed report, click the report name

Depending on how your computer is configured, the report will be saved as a download or it will open in your browser. Now you can print the report and take it with you on the field trip.

Activity 10 – Run the Scoresheet Report

As part of the process you go through to analyze your students' grades, you like to export their assignment scores and final grades so that you can work with the data in a spreadsheet. Use the Scoresheet report to generate a summary of your students' Semester 2 grade data in Excel.

1. Verify that you are working in the S2 term
2. Click **Reports**
3. Select **Scoresheet Report**
4. Enter a report title, such as **S2 Scoresheet**
5. Open the Classes menu and choose the classes to include on the report

Click outside of the menu to close it.

6. If you've customized the names of your classes and want to use the custom names in the report, check **Use Custom Class Name**
7. To see your students' names in the report, instead of their student numbers, open the Student Field menu and select **Student Name**
8. You typically view your class rosters in the gradebook by students' last names, so sort them the same way in the report by opening the Students menu and selecting **Last Name**

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9. You want to see your students' grades in all assignment categories, so use the default setting of **Any Category** for the Categories menu
10. Verify that the Final Grades and Date Range menus are set to S2 since you want to include students' grades from the entire Semester 2 reporting term
11. All of the students in the selected classes are included by default, so skip the Students tab and click the Format tab instead
12. Open the Orientation menu and choose **Landscape**
13. To generate the report as a spreadsheet, open the Output menu and select **Excel**
14. Use the default values for the rest of the settings and click **Run Report**
15. To open the Report Queue, click **View Reports**
16. If the report is still running, click **Refresh** to update the status
17. To download the completed report, click the report name

Depending on how your computer is configured, the report will be saved as a download or it will open in your browser. Now you can work with your students' grade data in a spreadsheet.

Activity 11 – Run the Multi-Function Assignment Report

Before the end of the Semester 2 term, you want to give your students a chance to turn in any missing or incomplete assignments. Use the Multi-Function Assignment Report to create a printout that you can post for students so that they can take advantage of the opportunity to complete the assignments. List students by their student numbers to maintain privacy.

1. Click **Reports**
2. Select **Multi-Function Assignment Report**
3. Enter a report title, such as **Missing and Incomplete Assignments**
4. Open the Classes menu and choose the classes to include on the report

Click outside of the menu to close it.

5. To list students by their student numbers instead of their names in the report, open the Students menu and select **Student Number**
6. To sort the assignments by the most recent due dates first, open the Assignments menu and select **Due Date (Newest First)**
7. Under Data, clear the **Show Percentages** and **Show Assignment Comments** check boxes

Check "Show Assignments with no Data" to include students who have no score entered for an assignment.

8. Verify that **S2** is selected in the Assignment Date Range menu
9. To limit the report to include only missing and incomplete assignments, open the Assignment Attributes menu and check **Missing** and **Incomplete**

Click outside of the menu to close it.

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10. You don't want to limit the assignments included in the report by a grade range or by specific grades, so use the default setting of **Any Score** for the Assignment Scores menu

If an assignment score filter is already set, open the Assignment Scores menu and select **No Filter**.
11. Similarly, you don't want to limit the assignments included in the report by a specific category, so use the default setting of **Any Category** for the Assignment Categories menu
12. All of the students in the selected classes are included by default, so skip the Students tab and click the Format tab instead
13. Open the Orientation menu and choose **Landscape**
14. To generate the report as a printout, open the Output menu and select **PDF**
15. To create a page break between classes, check **Page Break**
16. To include a message at the top of the report for your students, check **Include** next to Top Note and enter a message, such as **All missing and incomplete assignments are due for partial credit by Friday**
17. Use the default values for the rest of the settings and click **Run Report**
18. To open the Report Queue, click **View Reports**
19. If the report is still running, click **Refresh** to update the status
20. To download the completed report, click the report name

Depending on how your computer is configured, the report will be saved as a download or it will open in your browser. Print the report and post it for your students in the classroom.

Now that you've learned how to work with PowerTeacher Pro reports, try these challenge activities on your own. Find the answer key with step-by-step instructions attached to this course as a supplement.

Challenge Activity 2 – Create an Anonymous Printout of Students' Grades on Test Assignments

Your students just took a challenging test and they are anxious to see their grades. You've entered the scores on the Scoresheet, and they're published online in the PowerSchool Student and Parent Portals, but you'd like to post the results in the classroom for your students to review because some of your students don't have access to the online portals. You also want to include the grades students received on other tests so that they can compare their performance on the various tests. However, you don't want to include students' names on the report to keep their grades private. Create the report.

Note: If your assigned teacher has no test assignments, choose a different category, such as Quiz or Classwork.

Challenge Activity 3 – Create a Standards Progress Report for a Student

You're meeting with one of your student's parents to review his Semester 2 standards final grades. You'd like to print out a report for his parents that includes his standards final grades in all of his classes so that they have the overall picture of how he is progressing towards mastery of the standards. Create the report.

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Finding Additional Help

Do you want to learn even more about PowerTeacher Pro? Do you need to train additional staff members in your school or district? Do you have a question about a specific topic? If you answered yes to any of these questions, or if you're just looking for some additional support, PowerSchool offers a variety of training and support resources through the PowerSource community, located at <https://support.powerschool.com>.

Find upcoming training events through PowerSource. Click **Training**, then click **Training Calendar**. PowerTeacher Pro Certification events cover how to set up PowerTeacher Pro, how teachers will use it, and effective grading practices using the product's features. PowerTeacher Pro PowerLab sessions provide you with instructor-guided, hands-on practice. You may also find it useful to schedule a specific on-site or online hosted training event with a PowerTeacher Pro expert.

In terms of self-paced learning, take advantage of the online videos and courses offered through PowerSource and your Professional Development Plus (PD+) training subscription. Click **Training**, then click **PD+ Training**. Type **PowerTeacher Pro** in the Keywords field, then click **Update Results**. The 5-10 minute tutorials are short videos that train teachers and administrators on specific tasks, such as using the scoresheet or creating assignments. The 60+ minute courses include in-depth training on multiple topics.

Use the self-paced PD+ Training offerings to train all of your staff members on how to set up and use PowerTeacher Pro. Try the flipped classroom approach and have staff members complete PD+ courses to build foundational knowledge as a prerequisite for instructor-led training.

Bonus Discussion Activity – Managing the Change to PowerTeacher Pro

Successful implementation of a new software application, like PowerTeacher Pro, requires careful planning and the use of effective change management strategies. Review the PowerTeacher Pro Change Management supplement attached to this course, then discuss the following questions with the class or in small groups.

1. What goals do you hope to achieve by switching to PowerTeacher Pro?
2. How will the change affect the students, parents, and staff members in your district?

How can you empower staff members, in particular? How can you get them to see the benefits of the change in terms of their daily lives? How can you convey a positive vision of the post-change future?

3. How you can make the transition as successful as possible?

Working with PowerTeacher Pro – Bonus Activities

PowerTeacher Pro is a versatile gradebook that will support both traditional grading and standards-based grading practices. Work through these activities to gain in-depth familiarity with the gradebook.

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Bonus Activity 1 – View a Student’s Standards Scores for a Single Assignment

A student comes to you after class to discuss a grade that she received on a recent test. Provide her with her scores and the full descriptions of the standards that were assessed on the test so that she’ll know what topics to focus on next time.

1. Click **Students**
2. Click the name of the student
3. Open the Quick Menu by clicking the arrow at the end of the page name
4. Click **Assignments**
5. Locate the assignment in the list and click the graph icon in the Standards column for that assignment

The Assignment Standards Detail window displays the full descriptions of the standards that were assessed on the test, the student’s score for each standard, and any score indicator flags.

Bonus Activity 2 – View a Student’s Standards Progress for a Single Standard

Select a student, find her term grades for a standard, and view the student’s scores and calculated metrics for the standard.

1. From the class menu at the top of the page, select the class that the student is enrolled in
2. Click **Students**
3. Click the student’s name from the list
4. Open the Quick Menu and select **Standards Progress**
5. In the table, locate a standard
6. Scroll to the right side of the table and click the number in the Assignments column
7. In the Standard Grade row below the graph, click **Show Metrics** to see the average of the three most recent scores, the mean, median, mode, weighted mean, and highest score

Key Points

- Working with Final Grades – View, modify, recalculate, and submit traditional or standards final grades
- Analyzing Performance – Analyze a single student’s progress or the progress of a whole class
- Running PowerTeacher Pro Reports – Use customizable report templates and the Report Queue

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