

Advanced Training – PowerGrade

Topics

1. Review of individual assignment creation
2. Review of calculating student average (total points or weighted percentages)
3. How to choose *what* PowerGrade data file to open
4. How to make your screen show only what you want to see (total absences, tardies – NOT citizenship!)
5. Create an Extra Credit assignment
6. How to fill in multiple scores at once
7. Manually override a Marking Period Average or Final Grade
8. Print class reports and individual student reports
9. Take Daily Attendance, see attendance codes and view student's prior attendance & tardies
- 10.



Topic 1: Individual Assignment Creation

- Click the composition notebook in the upper left corner
- Choose the category
- Name the assignment
- Enter the total possible points
- Weight: If you would like this score to count double: enter 2, triple: enter 3, etc
- Enter date due
- Click Accept – The assignment moves to the left column
- Either close this window by clicking Close or click New and enter another assignment.

Topic 2: Calculating student average (total points or weighted percentage)

The first marking period average appearing in the column labeled Q1. You can calculate the student's average by:

Total Points – Determines student average by totaling up the points earned by the students and dividing by the total number of points for all the assignments

Category Points – Determines student average by weighting the different assignment categories according to your specifications (Ex: Tests=50%, Projects=30%, HW=20%)

Topic 3: How to choose what PowerGrade data file to open

What do you do if you have both a middle school AND a high school data file?

- As you double click your PowerGrade icon hold the ALT key down.
- A window will appear and allow you to choose the appropriate file.

Topic 4: How to make your screen show only what you want to see (total absences, tardies – NOT citizenship!)

- Use the Preferences Button (top right of screen- looks like light switch)
- Click the Display Tab
- At the bottom: Check boxes for Absences, Tardies and Hide Citizenship

Topic 5: Create an Extra Credit assignment and more...

- Create a regular assignment but give it possible points ZERO. This will add the points into the average but will not penalize those who did not get the extra credit.
- Want to return a value to () or exempt instead of a 0?
Type in UN or EX for unrecorded or Exempt.
- Want to type in a letter grade? Go Ahead!! It will be calculated according the grade scale in PowerGrade, located in Windows – Grade Scale.

Topic 6: How to fill in multiple scores at once

If you have several grades the same you can Fill Scores.

1. Fill in the scores that are different
2. Goto Utilities – Fill Scores
3. Enter the score to be filled in
4. Check the box to only fill in unrecorded scores
5. Cool!

Topic 7: Manually override a Marking Period Average or Final Grade

If you need to change a students MP grade or their final average you can override the system.

1. Double click on the average to be changed
2. Click the “Manually override this grade” box
3. Enter the letter grade and the percent.
4. Done --- Cool!

Topic 8: Print class reports and individual student reports

There are five types of reports you can print in PowerGrade:

- Individual student reports
- Roster reports
- Spreadsheet format
- Missing Assignment reports
- Attendance Grid to list all students and provide an area attendance taking, etc.

To Create:

- Goto Reports – Create
- Type in a name for the report
- Choose the type of report you want
- Click Preview to see what the report will look like.

- Experiment by looking at the Options tab for each report type. Attached are additional materials to explain each type.

Topic 9: Take Daily Attendance; see attendance codes and view student's prior attendance & tardies

Attendance can be taken in either PowerSchool Teacher or PowerGrade. In PowerGrade:

Click on the Attendance Chair

Click on the appropriate column and student to mark absent or late.

One Click = A

Two Clicks = T

Three Clicks = L

Four Clicks = return to blank

Click Save Attendance!!!

Where are the Attendance codes???

Goto Windows – Attendance Codes and scroll to your hearts content!

Where are student prior absences and tardies?

Goto Windows – Attendance Totals

A chart will appear with totals on the left and a breakdown on the right.

If you put your mouse over a number, a window will pop up and show you the dates they were absent, late etc.