# Unified Classroom: Grading In-Depth

### (for Customers New to PowerTeacher Pro)

This quick reference card is intended for users new to both PowerSchool Unified Classroom and PowerTeacher Pro (PTP). Learn how to use basic PowerSchool Unified Classroom features, how to set up teacher grading preferences, and how to use PowerTeacher Pro features.

## Accessing PowerSchool Unified Classroom

Use PowerSchool Unified Classroom to sign in to all of your PowerSchool products with a single account. There's no need to launch a separate application to access PowerTeacher, PowerTeacher Pro, Learning, or other teacher tools. Navigate to Unified Classroom by entering your server address in a web browser.

Create a unique PowerSchool ID to sign in to Unified Classroom. Make sure you securely record the Unified Classroom URL, your username, and password you create for the next time you sign in. Once created, your PowerSchool ID will be used to access all of your PowerSchool systems.

Take the following steps to create a PowerSchool ID:

1. In a web browser, enter your teacher portal URL

   You will be redirected to the Unified Classroom Sign In page.
2. Select the words **clicking here** in the text below the Sign In button
3. Enter your current PowerSchool SIS username
4. Enter your current PowerSchool SIS password
5. Click **Sign In**
6. Click **Continue**
7. Enter your email address as your PowerSchool ID username

   Use your school or school district email address.
8. Enter a password
9. Click **Create PowerSchool ID**
10. Click **Continue to Unified Classroom Sign In**

Once you have created a PowerSchool ID, to sign in to PowerSchool Unified Classroom:

1. Enter the URL of your Unified Classroom site
2. Enter your PowerSchool ID and password
3. Click **Sign In**

To sign out of PowerSchool Unified Classroom:

1. Click your name at the bottom of the Navigation menu
2. Click **Sign Out**

## Navigating the Dashboard

As a teacher, once you sign in to Unified Classroom, you immediately have information at your fingertips that influences the course of your day. Adjust lesson plans and activities as needed based on information about school-wide events, class activities, current assignments, and current standards progress.

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## Page Navigation

Use these Unified Classroom icons to complete navigational tasks:

| Icon | Definition |
|---|---|
| | Click the PowerSchool logo to return to the Dashboard from any other page |
| 10(A) Intermediate Theatre ... | Open the class selector menu to select the class or class groups you wish to work with |
| Y1 | Use the Term menu to select the term |
| | Click the + Global Create icon to add assignments |
| | Click the Notifications icon when a number appears next to the icon indicating a notification |
| | Click the Search icon to quickly find a student |
| Settings<br>Help<br>Sign Out | Click the teacher's name at the bottom of the Navigation menu to update settings, access the Help menu and Live Assist, and sign out |

## Calendar Review

Use the calendar section to quickly review the current events, assignments, and personal reminders for the day. Use the next and previous arrows to switch to a different date or open the calendar icon to select a different month and year. Click **View More** to view the current date, the week, or the month in a grid format.

## Progress Analysis

Use the progress analysis section to quickly assess if students are meeting required standards. It may be necessary to adjust the lesson plan based on this information or create a reminder to meet with a few select students who are struggling with particular concepts. Click **View All** to open the Standards Progress page for further analysis. Click the PowerSchool logo to return to the Dashboard.

To look at specific standards, click **Select**. Once the list of standards opens, check the boxes next to a few standards. Click **Search Content** to find aligned instructional resources, or click **Create Assignment** to create an assignment that is aligned to the selected standards.

## Assignment Review

Use the Recent Assignments section to view the latest class assignments. To see previous assignments, toggle the Navigation slider or click **View All** to see all assignments for the term.

## Activity Feed

Use the Activity Feed section to communicate with students and parents. Recent posts appear in the activity feed window. To see previous posts, click **View More**.

To add a new post:

1. Click in the Activity Feed field
2. Enter an announcement, such as **`Shakespeare projects are due tomorrow!`**

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3. Click **Post**

## Take Attendance

In the center of the page is the class selector menu. Click the class selector menu to open it. From this page, select the class you wish to work with. A white chair icon represents a class that is in session on the current date. Classes that have a grayed out chair icon are not in session.

Click the options icon (the icon that includes three dots) in the upper-right corner of a class tile to open the Attendance page for a class that is not in session, open the Seating Chart page, or open the Scoresheet.

To record class attendance:

1. On the Dashboard page, click the class selector menu
2. Click the Chair icon next to the class for which you want to take attendance

   Note: A white chair icon represents a class that is in session on the current date.
3. On the Record Attendance page, select the appropriate attendance tab
4. Open the Attendance Code menu and select an attendance code
5. Click in the Attendance field next to a student's name to add the code
6. Click **Submit**

## Responding to Risk Analysis

Create an assessment that coordinates with issues you have identified in the Progress Analysis section of the Dashboard and then create an assignment that contains the assessment.

## Create a New Assessment

To create a new assessment, follow these steps:

1. On the navigation menu, click **Library**
2. From the Library menu, click **Assessments**
3. On the Assessments page, click **Create**
4. Enter the following assessment information:
   - Name
   - Description
   - Minimum Grade Level
   - Maximum Grade Level
   - Subject
   - Exam Type
   - Instructions

   Assessment descriptions are teacher-facing only and appear only in the Assessment library.
5. Add Assessment Items from the bank by clicking **+From Bank**
6. Click an item for a Quick View of the item contents
7. Select an item by clicking the Plus icon

   A green check mark appears to the left of selected items. Click again to remove the selection.
8. Click **Add to Assessment** to add the item to the assessment
9. After selecting all desired items, click **Add to Assessment** at the bottom right of the page
10. Click **Save**

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## Find an Existing Assessment

To view existing assessments, follow these steps:

1. Click **Library** from the Navigation menu
2. Click **Assessments** to view existing assessments and their descriptions
3. Select an assessment to view a description

   Click an assessment name to see a "quick view," which shows the number of questions, the associated standards, the answer choices, the items, and any related features.
4. Choose **Edit Assessment** to make changes to the assessment

   You must have the appropriate permissions to make changes.

## Use the Filter Tool

Use the filter tool to find a particular assessment.

1. Click **Filter** to use the assessment search fields
2. Open the first category filter and make selections
3. Then narrow the search further using the next filter

   The assessments that fit the selected criteria will appear.

## Create a New Assignment

An assessment has to be listed as an assignment on the Assignments/Activities section of the Grading page. In that list, you will click the right-facing arrow, or the Play icon, next to it to administer the assessment.

To create a new assignment and attach an existing assessment, follow these steps.

1. From the Dashboard, click **+** Global Create
2. Give the assignment a name
3. Enter a description in the text box
4. Open the Gradebook Category menu and choose a category; in this case, **Test**
5. Open the Student Work Type menu and choose **Online Assessment**
6. Click **Choose** to select the appropriate assessment for this assignment

   Use the search field or the filters as needed to find the assessment.
7. Choose whether or not to randomize items
8. Enter a time limit for this test
9. Open the Score Type menu and make a selection
10. Enter how many points the test is worth
11. As appropriate, make selections from the next section containing check boxes for weighting, extra points, counting the assignment in the final grade, and auto-calculating standard scores (which may be grayed out)
12. Choose a due date for this test
13. Verify which classes and students are to take this test
14. Because standards are associated with items, not the assessment as a whole, the associated standards will be listed in the Standards area once that functionality becomes available
15. Click **Save**

## Viewing Student Pages

Using Unified Classroom, you can access student information easily and work with a class of students or with one student at a time.

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## View a Class of Students

To work with a class of students, first select the class section from the class selector menu. Next, click the Students icon in the Navigation menu.

Now select how you wish to view the students in a class. Use the grid view or list view options. The grid view option displays individual cards for each student.

Check early warning alerts to see if a student has a failing grade, a high number of absences or tardies, missing assignments, or a combination of these issues.

To view the alerts using either the grid view or list view:

1. Click the Students icon in the Navigation menu
2. Click the Grid View icon
3. Visual indicators appear underneath a student's picture to provide early warning information

   If the student has a grade warning (defined by a color level orange or red in the grade scale), the letter grade and percentage appears in red.

   If the student has missing assignments, a circle with a question mark and the number of assignments missing appears in red.

   If the student has absences exceeding a set threshold, "Abs" appears in red.
4. Now click the List View icon

   Early warning information appears in the Grades, Assignments, and Alerts columns.

## View Details for a Student

To work with an individual student, enter the student's last name in the Dashboard Search field and click the Search icon. Click the student's name to open the Student Profile page.

When you are already working on the Students page, follow these steps to view an individual student:

1. Using either the grid or list view, click a student's name

   A window appears with a quick overview of general student information.
2. Click **View Detail**

   The Student Detail Overview tab displays the overall grade, recent assignment grades, and individual standard performance information for the selected student.
3. Click the Quick Links tab

   Use the Quick Links tab to access additional student pages such as Graduation Plan Progress, Recommendations, and Student Assessment Results.

## Viewing Class Pages

Access Class Pages from Unified Classroom's main menu. For each of your classes, the first page is automatically created for you. Edit the page title and add different types of content to the page using content blocks. Then preview the page to see how it will look to students.

## Add Text

Create an On Page Text content block to add text with rich-text formatting.

1. On the Navigation menu, select **Class Pages**

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2. At the top of the page, use the class selector menu to choose a class
3. Select the page you wish to work with
4. Below the page title, click **+ Add Content Block**
5. On the Content tab, select **On Page Text**
6. Enter a title for your content block
7. To hide the content block title, check **hide title**

   You might choose to hide the title if the content you want to add includes a title already, or if the content block is right below the page title.
8. Use the main area on the Create Text Block window to enter text, such as a welcome message
9. Use the rich-text formatting icons to format your text
10. Click **More** to see more formatting options
11. Try some of the formatting options for your text
12. At the bottom of the window, click **Save**

## Formatting Options for On Page Text

| Icon | Purpose |
|---|---|
| | Cut, copy, paste, and paste as plain text |
| | Undo and redo changes |
| | Apply bold, italics, underline, or strike through formatting, and erase formatting |
| | Add a link and remove a link |
| | Add a table, add a smiley icon, add a special character |
| | Add an image |
| | Add an equation |
| Normal Size Font | Change the text style, size, or font |
| | Change the text color or background color |
| Source | View and edit the HTML source code for this content block |

## Add a Class Discussion

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Set up and manage a class discussion to communicate with your students. Create a discussion for the entire class, for a group of students, or for each student, such as for journaling or blog entries. View all posts made by students in a discussion or view only a particular student's posts. Set up discussions on a class page or under Activities in the top menu.

To add a new class discussion, follow these steps:

1. On a class page, click **+ Add Content Block**
2. Select the Messages & Activities tab
3. Click **Discussion**
4. Enter a title for the discussion
5. Select a rubric, if needed
6. Add a description and any instructions for your students

   Use the formatting tools to customize the text and add tables, images, and links as needed.
7. Under Discussion Type, choose whether to make this discussion available to the entire class, a smaller group of students, or each individual student
8. Click **Next**
9. Choose whether to make the discussion available any time or within a date range
10. To require students to submit a post before viewing other posts, check the Security Settings option
11. To choose where to place the discussion on the class page, click **Block Placement**
12. To upload a file as an attachment for the discussion, click **Upload a File**
13. Click **Save**.
14. To view all of the class discussions you've created for this class, from the top menu, click Activities, then click Discussions

## Manage a Class Discussion

To manage a class discussion, follow these steps:

1. From the top menu, click **Activities**
2. Click **Discussions**
3. To view student posts for a discussion, open the Manage Discussion menu and choose **View Results**
4. To view a particular student's posts, enter the student's name in the Search Students field and click **Go**

To return to the list of discussions, click **Close**

Use the Manage Discussion menu to close the discussion, lock the discussion so no additional posts are allowed, or to download the discussion as an html file of all of the posts.

To change the discussion settings for all discussions for this class, click Settings at the top right of the Discussions page.

Use the Discussions & Inbox tab on the Class Settings page to choose to allow file uploads on posts and to define how long students can edit their posts.

To save any setting changes, click **Save**. To delete the discussion, click the trashcan icon.

## Keeping Parents Informed

There are several tools within Unified Classroom to keep both students and parents informed. Create new activity feed items by selecting the Communications page from the Navigation menu.

Add and review events using the Calendar page.

Use the Class Pages feature to create public-facing pages for posting information, sharing resources, and to facilitate discussions.

Use the Reports feature within the Analysis section to print reports to send home with students.

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To create a new post for the Activity Feed, follow these steps:

1. On the Dashboard, click **Communication**
2. Click within the Post section
3. Enter your message for students and parents using the formatting options as needed
4. Click the gear icon and select which classes can view the post
5. Click **OK**
6. To add a document to the post, click the paperclip icon
7. Click **Post**

Click **Filter** at the top of the Activity Feed page to filter your previous post.

## Managing the Calendar

Use the Unified Classroom calendar feature to track your school, class, and personal activities all in one place. Add events that are viewable by students and parent. Add personal reminders to track your tasks and stay organized.

### Add Events

Use the Events section to track any activities that have the potential to impact your classroom, such as an early dismissal. Events are public and viewable in the student and parent portals.

To add an event to your calendar:

1. In the Calendar pane, click **+** next to Events
2. Add a name for the event
3. Add a description
4. Select a class
5. Determine if the event will be all day or if you need to indicate a specific time frame

   By default, events are set to occur all day. To add specific times for the event, toggle the All Day Event setting off. You are required to set start and end times for the event in the fields that will appear below the date.
6. Enter start and end dates for the event
7. Click **Submit**

### Add Personal Reminders

Remind yourself of tasks you need to complete by adding notes to the personal reminder section. Personal reminders can be seen by only the teacher and are not viewable in the student or parent portals.

To add a personal reminder to your calendar:

1. In the Calendar pane, click **+** next to Personal Reminder
2. Add a name for the reminder
3. Add a description
4. Determine if the personal reminder will be all day or if you need to indicate a specific time frame

   By default, reminders are set to occur all day. To add specific times for the personal reminder, toggle the All Day Event setting off. Required start and end times for the event will appear below the date.
5. Enter start and end dates for the reminder
6. Click **Submit**

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## Using and Setting up the Grading Functions

PowerSchool's PowerTeacher Pro gradebook is a robust classroom management tool that includes advanced features for both standards-based and traditional grading. Access PowerTeacher Pro features using the Grading icon in Unified Classroom or by selecting **Quick Links** or **Settings**.

## Viewing and Adding Class Descriptions

The gradebook includes view-only details about each class you teach, such as the course name, course number, section number, period, term, start date, end date, and associated grade scale. Add more details about the class—such as a description or the syllabus—that will be visible in the PowerSchool Student and Parent Portals, and in PowerSchool Mobile. Or customize the name of the class.

To customize the class name and add a description:

8. On the Dashboard, click the account holder's name
9. Click **Settings**
10. Click **Class Descriptions**
11. Select a class from the class list
12. Click in the Custom Class Name field
13. Enter a new name for the class
14. Enter a class description in the Class Description field
15. Scroll down the page and click the arrow to the left of another class name to open the details pane and add a custom name or description
16. When you are done making changes, click **Save**
17. Click the account holder's name
18. Click **Settings**
19. Click **Display Settings**
20. Open the Display and Sorting menu and choose one of the Custom Name options
21. Click **Save**
22. Click the class selector menu and confirm the name change
23. Click **x** to close Classes page
24. Click **PowerSchool** to return to the Dashboard

## Setting Up Display Preferences

Customize the display settings to control how class names appear in your gradebook—by period and day, by section number, or by custom name. Additionally, define whether or not to show standards and traditional grades.

To set up display preferences:

1. At the bottom of the Navigation menu, click the account holder's name
2. Click **Settings**
5. In the PowerTeacher Pro section, click **Display Settings**
6. Open the "Display and Sorting" menu and select an option, such as **Section Number (sort by Course Name)**, to change the way class names appear
7. Check **Show Traditional Grades** to view traditional grades in the gradebook
8. Then from the “Values to Show in the Traditional Grade Column” menu, select the types of grades you want to see, such as **Grade**, **Percent**, and **Points**
9. Check **Show Standards Pages and Links** to use the standards grading features in the gradebook
10. Check **Show Standards on Assignments** to show standards aligned to assignments in the gradebook

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11. To make the auto-calculation of standards scores from assignments scores the default setting when you create a new assignment, choose **New Assignments Start Checked** from the "Auto-Calculate Assignment Standards Scores Initial State" menu

    Making this selection will cause the "Auto-Calculate Assignments Standards Scores" check box to be selected by default when you create an assignment. To view the setting when creating a new assignment, navigate to the Standards tab, select the standards that are aligned to the assignment, and click the Show Selected Standards tab.

12. To change the sort order of the Traditional and Standards navigation links in the Grading menu and Quick Menu, open the Navigation Links Sort Order menu and choose **Standards, Traditional**

    The default setting is Traditional, Standards.

13. To display the Professional Judgment Indicator on the Standards and Standards Progress pages, check **Show on Grading: Standards** and **Show on Students: Standards Progress**

14. Under Student Names, use the Display menu to define how students' names will appear in the gradebook, such as by first, then last name

15. Use the "Sort Students by" menu to choose how to sort the lists of students, such as by first name

16. To view new students' names at the bottom of class lists, check **Add newly enrolled students to the bottom**

17. To conceal the names of pre-registered students from class lists, check **Hide pre-registered students**

18. Click **Save**

## Setting Up Grading Preferences

Administrators may choose to set up the grading preferences at the district or school level for all teachers. However, if they are permitted to do so by their district and school leaders, teachers may define some of the grade calculations for the classes they teach.

To define a traditional grade calculation for a class:

1. At the bottom of the Navigation menu, click the account holder's name
2. Click **Settings**
3. Select **Traditional Grade Calculation**
4. To see the grade calculations for all of the classes, click **Expand All**
5. For one of the classes in the list, click the Edit icon next to the first reporting term
6. To calculate the overall class grade using the formula, verify that **Calculate Overall Class Grade** is checked
7. Open the Type menu and choose a calculation type, such as **Category Weighting**
8. Open the Attribute menu and select a category, such as **Homework**
9. To define the weight of the selected category, enter a value in the Weight field, such as 2 (for 20%)
10. To include another category, click the **+** sign
11. Open the Type menu and choose **Category Weighting**
12. Open the Attribute menu and select a different category, such as **Quiz**
13. To define the weight of the selected category, enter a value in the Weight field, such as 3 (for 30%)

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14. Repeat steps 9–12 to set up weighting for a couple more categories

    Use weight values that will make the values in the Percent columns add up to 100%.

15. To save the grade calculation, click **Save**

    Set up the grade calculations for the remaining reporting terms. If you do not have access to edit the grade calculation preferences, follow your school and district policies or contact your PowerSchool administrator.

To define standards grade calculations:

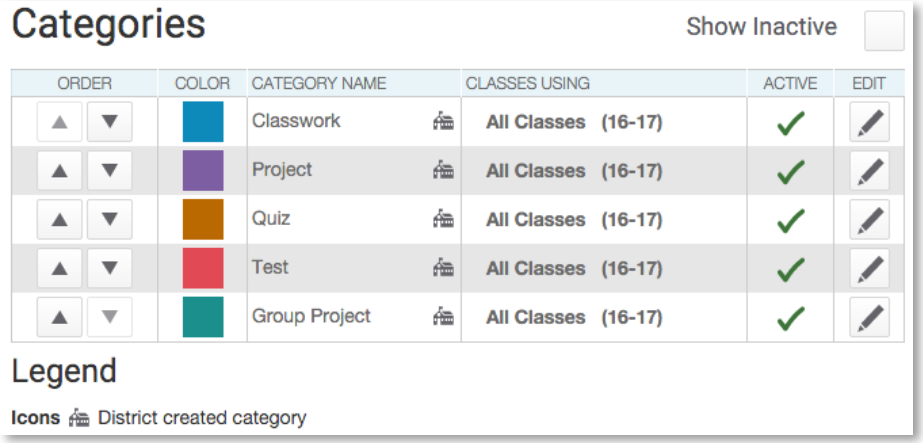
1. At the bottom of the Navigation menu, select the teacher's name
2. Click **Settings**
3. Select **Standards Grade Calculations**
4. Define how standards grades will be calculated from assignment scores by default, for example, choose **Most Recent Scores**
5. Define the number of recent scores to include in the calculation and their relative weighting by clicking the Edit icon, choosing the number of scores, and modifying the values in the Weight column
6. To automatically calculate higher-level standards grades from lowest-level standards grades, check **Auto-Calculate**
7. Select the metric that will be used in the calculation, such as **Mean**
8. Click **Save**

## Working with Assignments

Before you begin creating assignments, it's recommended that you create categories so that you can group assignments by type. Then, set up assignments in the gradebook, choose whether or not to include them in students' final grades, and tie them to standards. Your district leaders may also set up assignment categories at the district level for you and other teachers to use.

### Creating Categories

Categories are broad classifications in which you group similar types of assignments. Examples of categories are homework, tests, and quizzes. Set up your own categories, or use district-created categories. District-created categories are identified by an icon that looks like a school house next to the category name.




To create an assignment category:

1. Click **Grading**
2. Click **Categories**
3. Click **+ Category**
4. On the Category tab, open the Select Classes menu and select the class or classes in which you will use the category
5. Enter the name of the category, such as `Test`

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6. Select a color for the category, such as **Red**
7. Use the default status of **Active**

   Check Inactive when you want to make categories that you no longer use inactive.
8. Enter a description of the category, such as `Use for test assignments`
9. Click the Assignment Defaults tab
10. Select the default score type that assignments in this category will use, such as **Points**
11. To include extra points in the assignments by default, click **Extra Points** and enter the number of extra points, such as `5`
12. To weight assignments in this category by default, click **Weight** and enter a value, such as `2`, in the Weight field
13. In the Score Entry Points field, enter the number of points that assignments in this category will be worth by default, such as `100`
14. Use the Publish Assignment menu to define when assignments in this category will be published
15. To publish the scores of assignments in this category by default, verify that **Publish Scores** is selected
16. To include assignments in this category in final grade calculations by default, verify that **Count in Final Grade** is selected
17. To save the new category, click **Save**

## Creating and Viewing Assignments

View assignments on the Dashboard and on the Assignments and Scoresheet pages. Set up assignments at the beginning of a school term or at any time during the term. To save time, duplicate existing assignments or create duplicates while creating a new assignment.

To create an assignment:

1. Click **+** in the top right corner of the window

   The Create Assignment window opens.
2. Enter the name of the assignment, such as `Unit 1 Test`
3. Enter a description, such as `This test covers all of the topics in Unit 1`
4. Open the Gradebook Category menu and select **Test** as the category
5. Select a score type, such as **Points**
6. Enter the number of score entry points, such as `80`
7. To include the assignment in students' final grades, verify that **Count in Final Grade** is selected
8. Enter the assignment due date

   The default due date is today's date.
9. Verify which classes the assignment applies to

   To apply the assignment to classes, click the pencil icon. Check all classes that apply.
10. Use the Publish menu to select when the assignment will be published
11. Click **Save**

To duplicate an assignment for use in another class:

1. Click **Grading**
2. Click **Assignment/Activity List**
3. Roll your cursor over the assignment row and click the pencil icon that appears on the right side of the row
4. Click **Duplicate** at the bottom of the Edit window

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5. Open the Select Classes menu, clear the check box next to the currently selected class, and choose a different class

   Click outside the Select Classes menu to close it.
6. Edit the duplicated assignment name by deleting the underscore and number that were appended to the end
7. Use the same category, score type, score entry points, due date, description, and publication settings as the original assignment, or modify the values as needed
8. Click the Standards tab
9. Click **Add/Edit Standards** and, if needed, select a new set of standards that are aligned to this assignment
10. To save the assignment and close the Edit window, click **Save and Close**
11. To verify that you copied the assignment to a different class, click the name of the currently selected class in the navigation bar at the top of the page and select the class that you copied the assignment to
12. Locate the duplicated assignment in the list of assignments

### Copying Assignments

Copy one, some, or all of the existing assignments in a selected term and class to other terms and classes using the Copy Assignments feature. Use the existing due dates, a custom due date, or proportional due dates relative to the selected term.

To copy assignments from a Semester 1 class to a Semester 2 class:

1. Click **Grading**
2. Click **Scoresheet**
3. On the Scoresheet page, click the Gear icon on the right
4. Click **Copy Assignments**
5. Under From, open the Term menu and select **Semester 1**
6. Under From, open the Class menu and select the class from which you want to copy the assignments
7. Under To, open the Term menu and select **Semester 2**
8. Under To, open the Classes menu and select the class or classes to which you want to copy the assignments
9. Under Copy Options, open the Due Dates menu and choose whether you want to use existing, relational, or custom due dates
10. Under Choose the Assignments, check the box to the left of the Category heading to select all of the assignments, or check individual boxes next to the assignment names to choose a smaller selection
11. To complete the process, click **Copy Assignments**

    Be sure to edit the due dates of the copied assignments.

## Working with Grades

When entering scores, make sure to use the type of score that you set up when you created the assignment. For example, use numbers for points and percentages or letters for letter grades.

To enter scores:

1. Click **Grading**
2. Click **Scoresheet**

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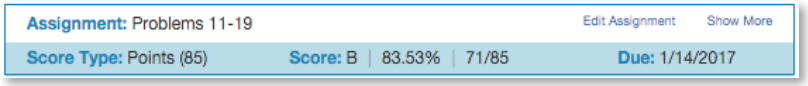
3. From the Scoresheet page, enter a student's assignment score by clicking in the cell where the student's name intersects with the assignment name and then typing the score

   Navigate horizontally through the score columns by clicking the blue columns with left- or right-facing arrows at the end of the rows.

   View the summary above the list of assignments to see the selected assignment's score type, as well as the student's existing score (if the assignment was previously scored), and the due date.

   In the summary, click **Edit Assignment** to edit the assignment details. Click **Show More** to view additional information, such as the associated grade and special codes scales.




To view additional metrics for a selected assignment on the Assignments/Activities page or for all assignments on the Scoresheet page:

1. Click the Gear icon at the top of the page
2. Click **Show Metrics** to view the mean, median, and mode statistics for the assignments or the aligned standards

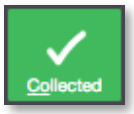
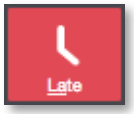
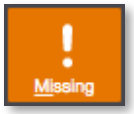
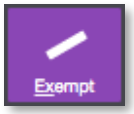
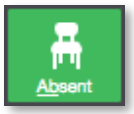
## Using the Score Inspector and Flags

While you can enter scores manually, use the Score Inspector to provide more details about the student's performance, such as when a student has a missing or late assignment. Also use the Score Inspector to enter a comment about a student's score.

Your district leaders may have associated a special codes scale to the regular grade scale. If that is the case, you can click **Codes** in the Score Inspector and select a special code, such as **INC**, to score a student's assignment. In some cases, you may also see other system-generated icons that are related to standards grades.

To open the Score Inspector, click in a score cell on the Assignments or Scoresheet pages.

The following table provides brief explanations of the flags (score indicators) and other icons available in the gradebook.

| Flag or Icon | Description |
|---|---|
|   | Indicates that an assignment was collected |
|   | Indicates that an assignment is late |
|   | Indicates that an assignment is missing |
|   | Indicates that an assignment is exempt |
|   | Indicates that an assignment wasn't completed due to the student being absent |
| | Indicates that an assignment is incomplete |

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| Flag or Icon | Description |
|---|---|
| | Indicates that a comment was added |
| | Indicates that evidence exists for mastery that may differ from a student's calculated standard score |
| | Indicates that the standard grade is auto-calculated from the lower-level standards scores |
| | Indicates that the assignment score is used to auto-calculate the scores for the standards aligned to the assignment |

## Filling Scores

Use the Fill functions to either fill scores for one assignment for all of the students in a class, or to fill all assignment scores for one student. Scores will be filled in cells that do not already have scores. Additionally, use the fill scores functions to fill comments.

To fill students' scores for one assignment:

1. For the selected assignment, click in a score cell on the Assignments/Activities or Scoresheet pages
2. Enter the score or select the flag in the Score Inspector
3. Click the Fill icon with the vertical arrows
4. Save the scores

To fill multiple assignment scores for one student:

5. For the selected student, click in a score cell on the Assignments/Activities or Scoresheet pages
6. Enter the score or select the flag in the Score Inspector
7. Click the Fill icon with the horizontal arrows
8. Save the scores

## Adding Comments

As you enter scores or flags for assignments, use comments to record specific details about student performance. Add comments manually or choose comments from the comment bank. Click the star next to a comment in the bank to set it as one of your favorite comments.

To fill comments, enter a comment for one student and click the Fill icon. Then choose to fill comments only or to fill scores, flags, and comments.

When you use the fill functions to fill comments that include the student's name or any gender pronouns, PowerTeacher Pro detects this and you have the choice of applying the smart text to the comment for each student or using the original text. For example, if you enter a comment for one student that says, "James completed all assignment tasks," and fill the comment for other students, select **Use Smart Text**, so that each student's name will be personalized in the resulting comments.

To add a comment:

1. Click **Grading**
2. Click **Scoresheet**
3. From the Scoresheet page, click in the cell where the student's name intersects with the assignment name
4. Click the Comment icon in the Score Inspector
5. Either enter a comment in the text box, or click **Comment Bank** and select a comment

   A blue Comment icon appears in the student's score cell.
6. Click **Save**
7. Click the icon to read the comment

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| STUDENTS (30) | GRADE | | MAP SKILLS FR... (9/5/2016) |
|---|---|---|---|
| 8. Calhoun, Percy | B+ | 88.7% | 41 |
| 9. Cantrell, Heather | D+ | 69.9% | 40 |
| 10. Copeland, Stacy | B | 85.4% | 40 |
| 11. Daugherty, Polly | B+ | 88.6% | 48 |

## Marking Assignments

Use one of two methods to score an assignment—score a single assignment from the Assignments page, or score multiple assignments on the Scoresheet.

To enter scores, flags, or comments for a single assignment:

1. Click **Grading**
2. Select **Assignment/Activity List**
3. Click the name of an assignment
4. Click in a student's score cell and type a score, such as `72`

   View the assignment summary above the list of students to see which score type to use.
5. Click the Comment icon in the Score Inspector
6. Enter a comment, such as `Needs to turn work in on time`
7. Click the right-facing Score arrow in the Score Inspector to move to a standards score cell (if standards are aligned to the assignment)
8. Enter a standards score for the student

   View the assignment summary above the list of students to see which grade scale type to use.
9. Save the scores

To enter scores, flags, or comments for one or more assignments on the Scoresheet:

1. Click **Grading**
2. Select **Scoresheet**
3. Click in a student's blank score cell for the selected assignment and enter a score in the Score Inspector
4. Click the vertical Fill icon to fill all of the blank score cells with the score you entered in the Score Inspector
5. In the alert window that lists the number of scores that were filled, click **Ok**
6. Click in a different student's score cell for a different assignment and click the Exempt flag
7. Click **Save**

When you delete or edit a score, a small Gear icon appears next to the values in the student's Grade column because they are being edited. Once you save the changes, the student's grades will be recalculated using the new score.

## 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 that your final grades are accurate. For example, you may have to enter standards grades, modify individual scores, or enter citizenship grades. 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 then Grades. Access the different areas of the Grades page using the Quick Menu—the arrow next to the heading at the top of the Grades pages.

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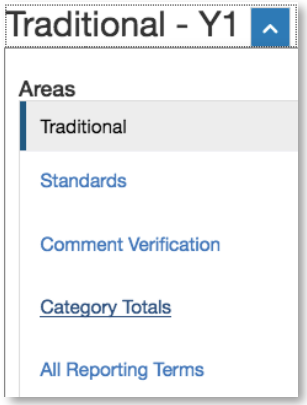


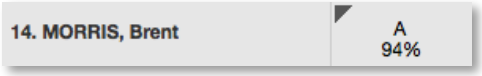

To modify a final grade:

1. Click **Grading** > **Grades**

   Ensure that **Traditional** is selected.
2. Click a student's final grade
3. In the Score Inspector, edit the student's grade

   For example, change a letter grade of A- to A, and a percentage of 91 to 94.
4. 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.




5. Open the Quick Menu and select **Standards**
6. Click a standards grade for the same student and edit it

   For example, change a score of 3 to 4.
7. Click **Save**

   To revert to the calculated grade, click the Undo icon in the Score Inspector. To view additional standards metrics, click the Gear icon at the top of the page and then select **Show Metrics** to view the mean, median, and mode statistics.

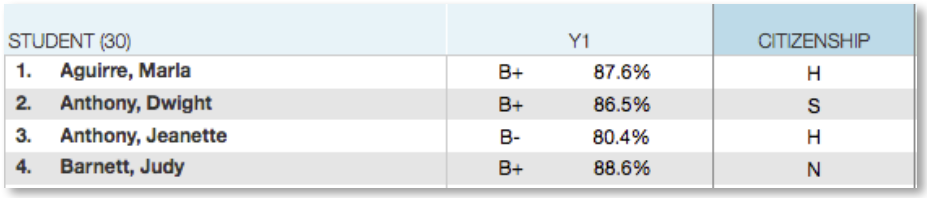
## Entering Citizenship Scores

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.

To enter citizenship scores:

1. Click **Grading** > **Grades**

   Ensure that **Traditional** is selected.
2. Click in a student's cell in the Citizenship column
3. In the Score Inspector, select a citizenship score, such as **S**
4. Click **Save**



| STUDENT (30) | Y1 | | CITIZENSHIP |
|---|---|---|---|
| 1. Aguirre, Marla | B+ | 87.6% | H |
| 2. Anthony, Dwight | B+ | 86.5% | S |
| 3. Anthony, Jeanette | B- | 80.4% | H |
| 4. Barnett, Judy | B+ | 88.6% | N |

## Recalculating Final Grades

Although final 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 grades when your PowerSchool administrator changes a setting that affects the gradebook, such as the grade calculation formula.

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To use the recalculate tool:

1. At the bottom of the Navigation menu, select the teacher's name
2. Click **Settings**
3. Select **Recalculate Final Grades**
4. Select the classes in which you are recalculating grades
5. To recalculate traditional grades, check **Traditional Final Grades**
6. To recalculate standards scores, check **Standards Final Grades**
7. Click **Recalculate**

### Indicating Final Grade Readiness

To determine whether or not teachers have completed their final grade reviews, administrators run the section readiness report. Teachers communicate final grade readiness with administrators by adding notes about the grade status or checking that the final grades are ready.

To add a note about the grade status:

1. In the Navigation menu, click **Grading**
2. From the Grading menu, click **Grades**
3. At the bottom of the Traditional, Standards, or Comment Verification pages, click **Final Grade Status**
4. Enter a note to update the status
5. Click **Save**

To indicate that final grades are ready:

1. In the Navigation menu, click **Grading**
2. From the Grading menu, click **Grades**
3. At the bottom of the Traditional, Standards, or Comment Verification pages, click **Final Grade Status**
4. Indicate that final grades are complete by checking the check box
5. Click **Save**

## Running Reports

Multiple reports are available in Unified Classroom to enhance the teacher experience. Here is an example of some of the reports and what they do.

| Report | Purpose |
|---|---|
| Individual Student Report | • Use this report to view or print a summary of the class activity per student<br>• 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<br>• Choose whether or not to include course grades and attendance, assignments, category totals, citizenship scores, and comments<br>• Print the report for a few students or a group |
| Assignment Report | • Use this report to view or print a list of students and scores per assignment<br>• 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 | • Use this report to print a copy of the Scoresheet page<br>• Include final grades and assignment |

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| Report | Purpose |
|---|---|
| | scores<br>• Use student numbers or names<br>• Sort students by name, student number, or randomly<br>• Use it to post a printout of students' grades<br>• Run the report as a PDF or an Excel spreadsheet |
| Student Roster | • Use this report to view or print demographic information by class<br>• Use the report to keep track of money collected for classroom field trips, or as an emergency contact list, for example<br>• Customize the report by adding blank columns (the report retains the information you entered last)<br>• Use the Order arrows to arrange the columns in any order<br>• Run the report as a PDF or an Excel spreadsheet |

Follow these steps to run teacher reports:

1. From the Navigation menu, click **Analysis**
2. Click **Reports**
3. Select a report, such as **Scoresheet Report**
4. Enter the report options on the Criteria, Students, and Format tabs
5. Click **Run Report**

   Based on how your computer settings are configured, the reports will download in a PDF or Excel format, based on your selections.

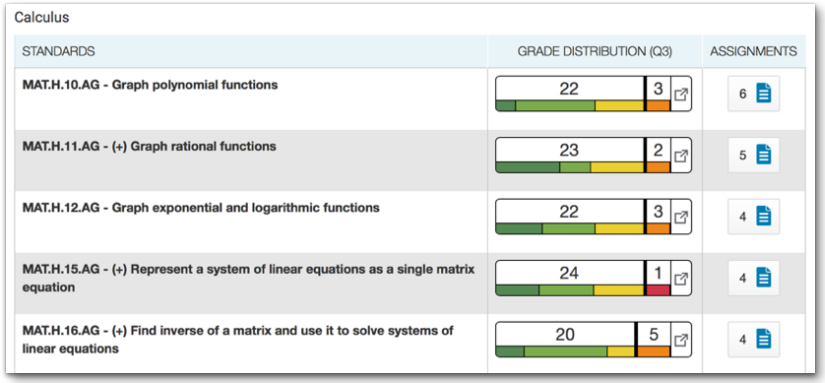
# Viewing Student Progress

## Viewing Standards Grades Progress

To view standards grades progress:

1. From the Navigation menu, click **Analysis**
2. From the Analysis menu, click **Standards Progress**

   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.




3. Click the graph to open the Standard Grades Distribution window
4. 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

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5. 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 level of mastery is trending down between the selected terms. A green arrow indicates an upward trend, while no arrow indicates no change.

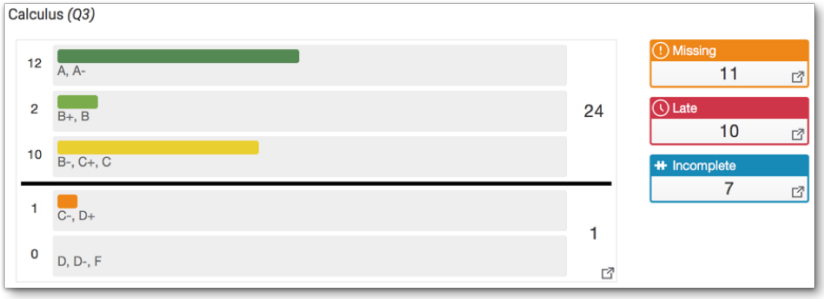
6. To compare trends between a different selection of subsequent terms, click a term in the Grade Distribution column
7. To close the window, click **X** in the upper-right corner

## Viewing Traditional Grades Progress

To view traditional grades progress:

1. From the Navigation menu, click **Analysis**
2. From the Analysis menu, click **Traditional Progress**

   The graph on the Traditional Grades Progress page shows the distribution of grades for the class for the selected reporting term. To the right of the graph, view a summary of the total number of students who have missing, late, or incomplete assignments.




3. Click the graph to open the Traditional Grades Distribution window
4. On the left side of the Traditional Grades Distribution window, view the grade distribution for each reporting term in the school year
5. 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.

6. To compare trends between a different selection of subsequent terms, click a term in the Grade Distribution column
7. To close the window, click **X** in the upper-right corner

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