

## Working with PowerTeacher Gradebook

### Launch the Gradebook

- Go to the bookmarks page, scroll to the bottom of the first column and click on the link to the **PowerTeacher Gradebook**.
- Click on Launch Gradebook. A dialog box will appear – click **Trust**.
- Select your school. Type in your **username** and **password** (same as last year).

In the **Classes** pane at the top left of the screen, select **TCS 2009-2010**. You may scroll through your classes and the student roster will appear.

### Setting up Categories

The PowerTeacher comes with four pre-defined category types: **Homework, Project, Quiz and Test**. You can add more categories and/or modify these as needed to meet the requirements of your class.

- Double-click on the category **Project**—you can change this to **Daily Work, etc.** and change possible points to “**100**”.
- Double-click each category and change the possible points to 100.
- Click on the **+** at the top of the pane to add more categories.

### Creating an Assignment

- Click on the Assignment Tab – click on the “**+**” sign in the middle of the page to open the New Assignment Pane. The New Assignment Pane will open in the lower half of the window.

Remember to click the plus sign each time you are creating a new assignment. When you are creating several assignments in a row, you cannot simply fill in the fields with new information and save. Doing so would overwrite the existing assignment. To delete an assignment, highlight the assignment you would like to delete by clicking on its heading, and click the minus (-) next to the assignment header area. A dialog box will appear asking if you really want to delete the assignment. A similar dialog box appears if you have already entered scores for the assignment. Be very careful about deleting assignments – this action cannot be undone.

### Copying Assignments

If you teach multiple sections of the same course, and assignments are the same across sections, you can copy assignments from one class to others within the current term

- Create the assignment in one section of the course.
- Control-click the assignment and click **Copy Assignment**. Or click the Tools menu, and select **Copy Assignment**.
- In the **Copy Assignment** dialog box, place a checkmark next to the names of the classes you would like to copy the assignments to.
- Click **OK**

## Setting up Student Groups

Teachers use grouping techniques to help them to increase their ability to adapt instruction to the particular needs of students. PowerTeacher Gradebook supports student grouping practices by providing tools for creating groups and choosing students to include in those groups. Definitions

- **Entire Class** – default PowerTeacher Gradebook group
- **Set** - -a collection of groups. For example, Math. You must create a Set before you can create a group
- **Group** – a small collection of students, for example: Math1, Math2 or Bluebirds and Redbirds.

## Creating a Set and Groups

- In the left **Student Groups Pane** click on the + at the top of the pane. Select **Add Group Set**.
- A dialog box will appear and ask you to name the group, click OK.
- The group will appear in the **Student Groups Pane** with Group 1 under it. Control click group 1 and rename it. You then select the set and click on the + sign to add additional groups to the set.

## Adding Students to a Group

- Click the Students tab, and click on a student's name.
- Drag the name of the student to the appropriate group.
- Add students to each of the groups you created. Notice that you cannot add a student to more than one group within a set, but you can add them to more than one group if the groups are in different sets.
- When you click on the name of a group, the names of the students in the group are highlighted in the main window.