

## Working with PowerTeacher Gradebook-Middle & High Schools

Address for Middle & High Schools - <http://96.4.168.219:7880/powerschool-gradebook/>

### Launch the Gradebook

- Click on Launch Gradebook
- Java version 1.5 is required (the [click here](#) link just under the Launch button will test your version of Java)
- Select your school. Type in your **username** and **password** (same as Novell in most cases)

In the **Classes** pane at the top left of the screen, select “**School**” **2009-2010**. All of your classes will appear below. You may also select from the pull-down to see only semester classes, etc. 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**”. You may also change other category attributes here.
- Double-click each category and change the possible points to 100, as it defaults to 10.
- Click on the **+** at the top of the **Categories** 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**

### Entering the Scores

- Click on the Scoresheet Tab – here you will see the **Assignments** listed and you simply enter the grades down the column