

Entering Progress Report Codes

On or before October 8, 2009, you will need to enter 1 to 3 progress indicator codes for each student. In past years, you entered this via SASI. This year you will be entering the codes via the PowerTeacher Gradebook module. Follow the following procedure:

1. Login to PowerTeacher
2. Click on the Gradebook button on the left side of the web page
3. Click the Launch Gradebook button
4. In the "Classes" pane on the top left of the Gradebook, select your first class.
5. In the main part of the Gradebook window, make sure your Reporting Period has Q1 selected.
6. Right-Click on the first student's "(Q1) Final Grade" and select "Show Score Inspector". You can do this even if you have not entered any grades into the Gradebook yet. The Score Inspector window will pop up. Select the Comment tab if it is not already selected.

The screenshot shows the PowerTeacher Gradebook interface for R. Thomas - Middletown High School South. The interface includes a menu bar (File, Edit, View, Tools, Window, Help), a toolbar with icons for Scoresheet, Assignments, Students, Grade Setup, Class Content, and Reports, and a main window displaying a gradebook for the 2009-2010 school year. The reporting term is set to Q1. A list of students is shown with their (Q1) Final Grades. A 'Final Grade' window is open for student Brenna Anderson, showing a score of 85 and a comment: '00A Pleasure to have in class'. The window has tabs for 'Score' and 'Comment', with 'Comment' selected. Red arrows and text boxes provide instructions: 'Select reporting term Q1' points to the reporting term dropdown; 'Select your first class' points to the class selection pane; 'Right-click on first student's Q1 Final Grade and select Show Score Inspector. Window will pop up, select Comment tab if needed.' points to the 'Final Grade' window.

Select reporting term Q1

Select your first class

Right-click on first student's Q1 Final Grade and select Show Score Inspector. Window will pop up, select Comment tab if needed.

Students (26)	(Q1) Final Grade
Anderson, B...	B 82% n/a 0
Arcate, Mic...	B+ 82% n/a 0
Caronia, Ja...	B+ 82% n/a 0
Dill, Thomas	B+ 82% n/a 0
Federico, K...	C+ 76% n/a 0
Golinski, T...	A 92% n/a 0

Code	Comment	Categ...
00A	Pleasure to have in class	
1	Works to the best of ability.	
10	Scores well on tests	
100	Does not bring books/materials	
11	Excellent attitude	
12	Exceeds expectations	
13	Good class part/prep/pos influ	
14	Outstanding eff/motiv/social	

7. Scroll through the list of comments and click on the one you wish to add and then click on the "Insert Selected Button". Repeat for up to 3 comments.

The screenshot shows a window titled "Final Grade" for student "Brenna Anderson" in reporting term "Q1". It features a table of comments with columns for Code, Comment, and Category. Comment 15, "Satisfactory prg;pos attitude", is selected. Below the table is a "Separate Using" dropdown set to "Line Breaks" and an "Insert Selected" button. A "Comment:" text area contains the selected comment. At the bottom are "Clear" and "Close" buttons.

Scroll through comments to find desired comment

Click on comment you want to add to student

Click on Insert Selected then repeat process for additional comments

8. Use the up/down arrows to scroll through all the students active in your class. After you have entered all of the codes, click the "Close" button.
9. In the main gradebook click the "Save" button at the bottom right of the window to save your work.

10. Students that you have entered comments for will have a small blue circle with a c in it to indicate that one or more comments were entered for that student:

The screenshot shows the PowerTeacher Gradebook interface for R Thomas at Middletown High School South. The 'Students (26) (Q1) Final Grade' table is visible, with a red circle highlighting a 'c' in a small blue circle next to the grade 'n/a' for Anderson, B... The 'Save' button at the bottom right is also highlighted with a red arrow.

C in small blue circle in final grade area indicates you have entered 1 or more comments for the student.

After closing the Score Inspector, click Save button to save your work.

Student	Grade	Percentage	Points Earned	Points Possible
Anderson, B...	n/a	82%	17	20
Arcate, Mic...	B+	86%	14	20
Caronia, Ja...	B+	89%	20	20
Dill, Thomas	B+	87%	13	20
Federico, K...	C+	76%	17	20
Golusinski, T...	A	94%	17	20
Grundmann, ...	B+	88%	14	20
Hinck, Matt...	A	94%	20	20
Ingegnere, ...	B+	87%	18	20
Kennelly, M...	C+	76%	0	20
Kroeper, All...	B	80%	15	20
Manganello, ...	C+	79%	12	20
McKeever, L...	C	74%	20	100
Merges, Kat...	A	94%	20	100
Mitchell, Emily	B+	86%	20	100
Oxley, Britt...	B+	85%	18	100
Piatek, Magda	A	93%	20	100
Revere, Ale...	B+	89%	20	100
Ronnie, Nicole	B	83%	15	100
Sobieski, Sh...	B	80%	15	100
Tampasis, K...	B+	87%	20	100
Tumulty, Ma...	B	84%	12	100
Urbeals, De...	A	92%	20	100
Veas, Nicole	B	83%	15	100
Wilson, The...	C	70%	8	100
mean	B	84%	16.6	100
median	B+	86%	17	100
mode			20	100
Summary				

11. Select the next class and repeat until done. You can then close the Gradebook or do other work as you choose.