Objectives

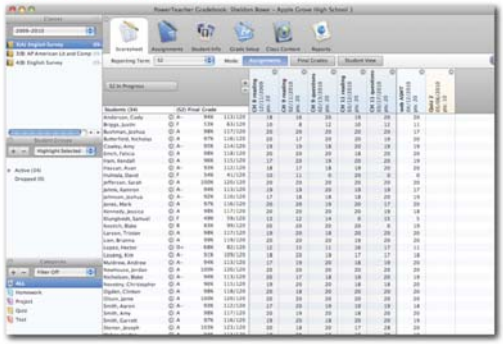
In this session, you will:

- Set up the gradebook
- Enter assignments
- Record scores
- Create student groups

Getting Started

- http://pstraining.lawrence.k12.ma.us/teachers/pw.html
- Use your normal Username and Password

The Gradebook



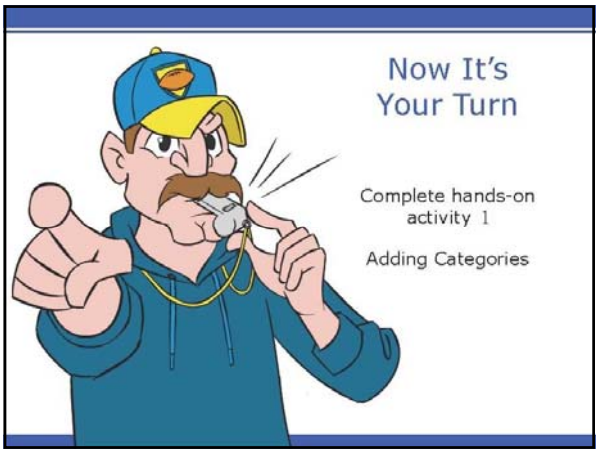
The Tabs

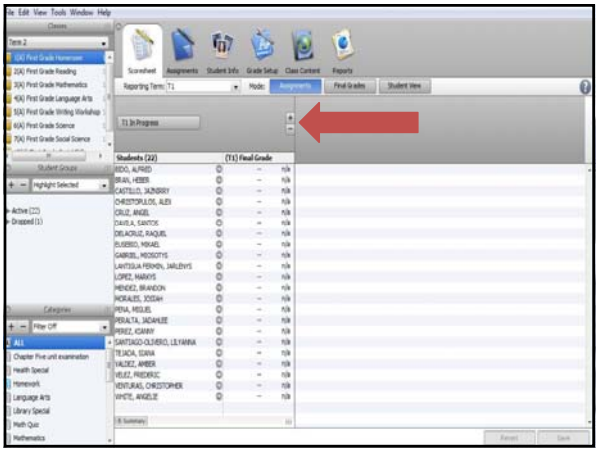
Categories?

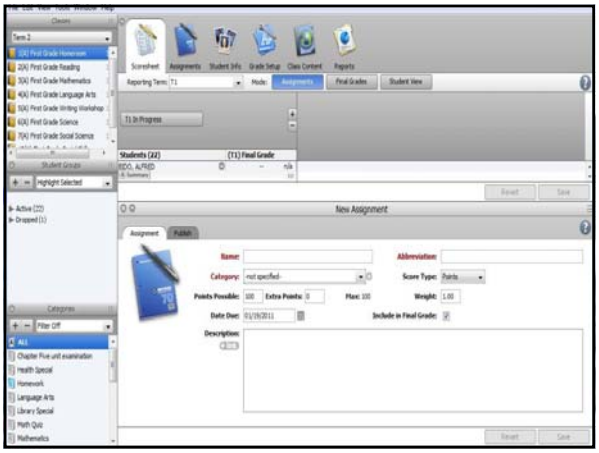
- What are categories?
- What are some examples of categories?
- Why would you use categories?

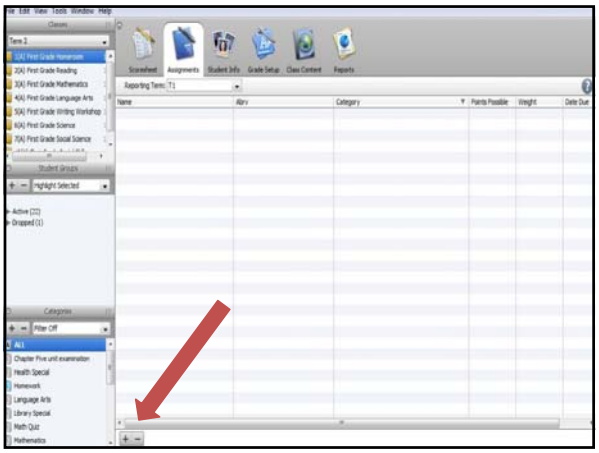
Adding Categories

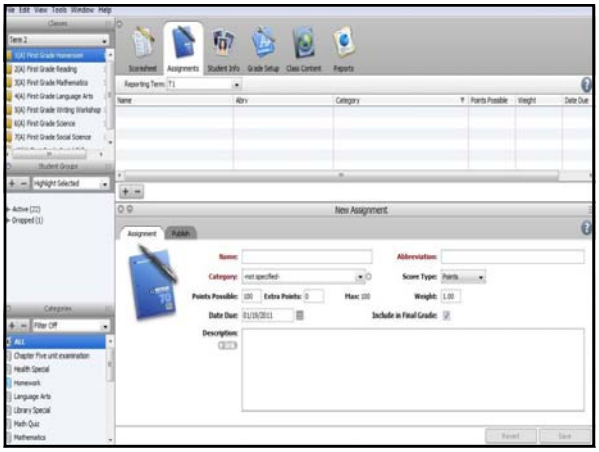
From the Tools menu, click **Categories**


Now It's
Your Turn
Complete hands-on
activity 1
Adding Categories




New Assignment

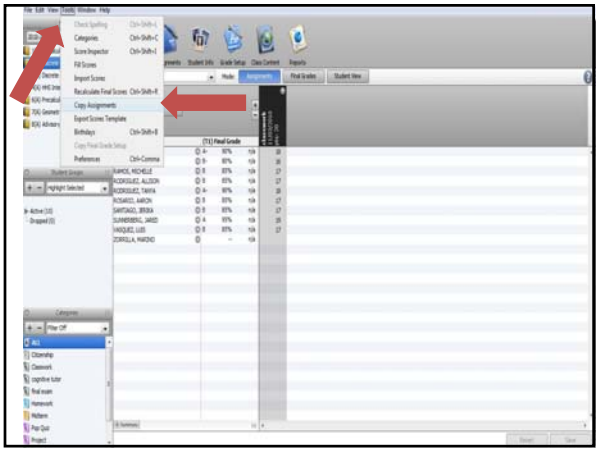


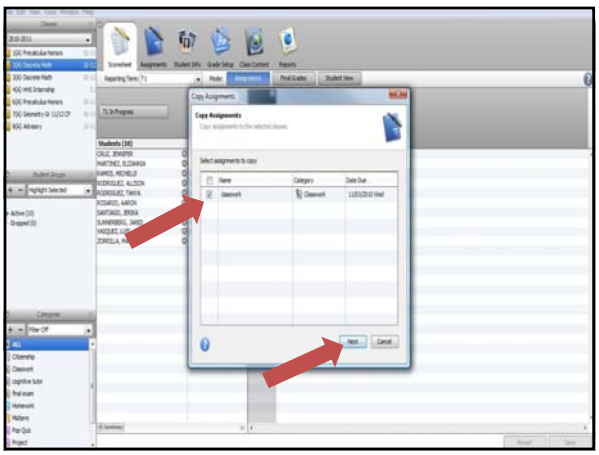

New Assignment

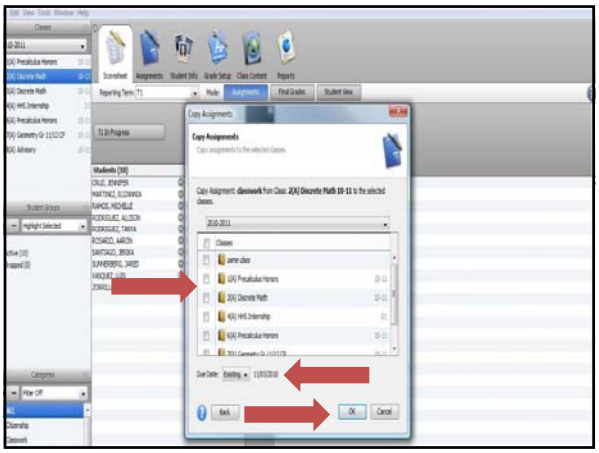
Now It's
Your Turn
Complete hands-on activities 2 and 3:
Creating an Assignment
Recording Scores

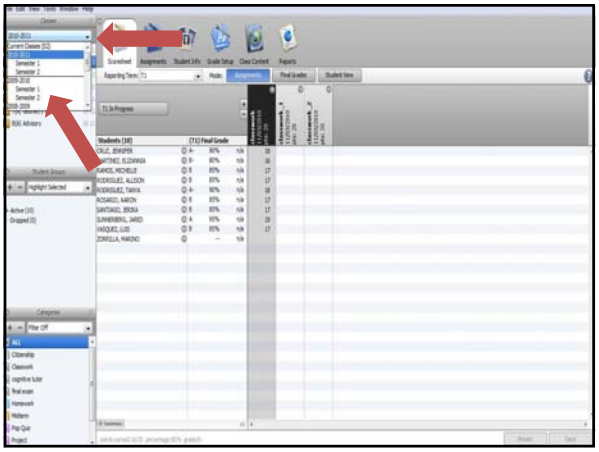
Creating Assignment Options

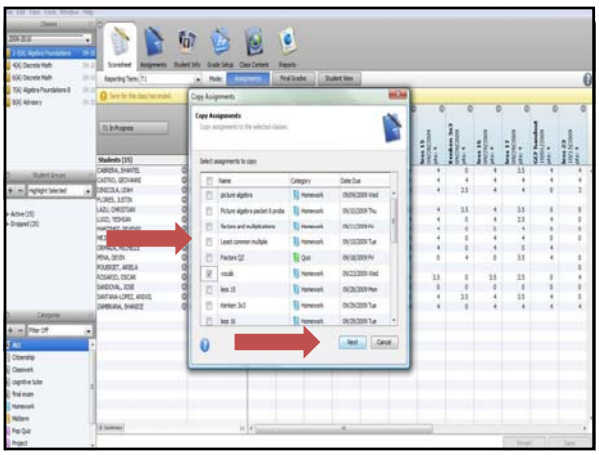
- Copy from last year
- Copy from other classes

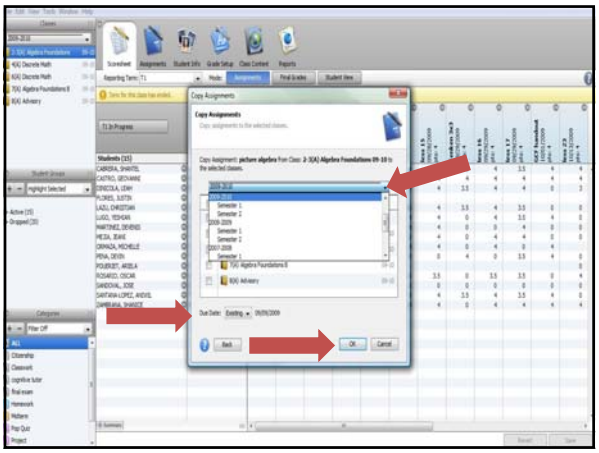


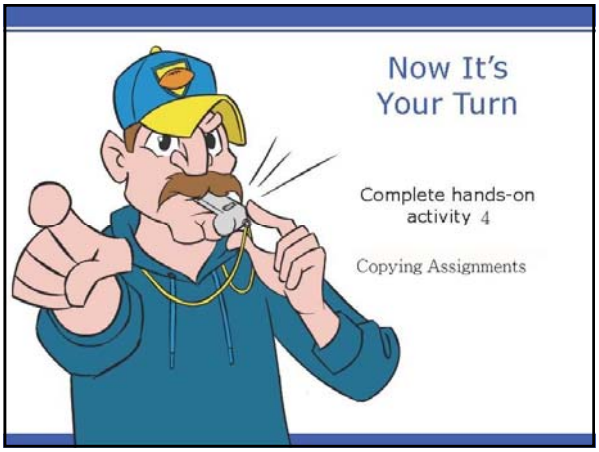


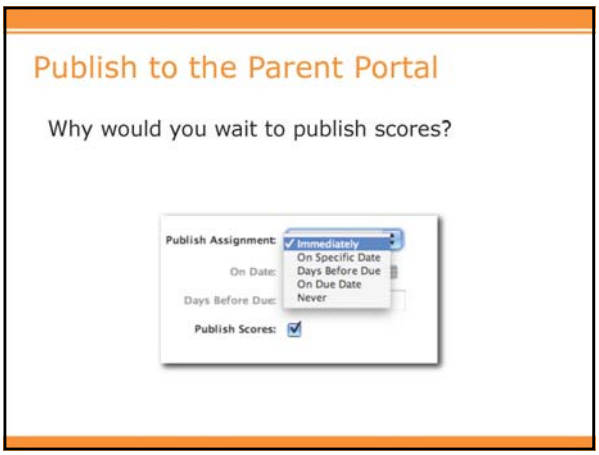








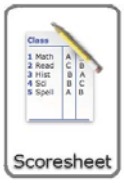

Now It's
Your Turn
Complete hands-on
activity 4
Copying Assignments


Publish to the Parent Portal
Why would you wait to publish scores?
Publish Assignment:
Immediately
On Specific Date
Days Before Due
On Due Date
Never
On Date:
Days Before Due:
Publish Scores:

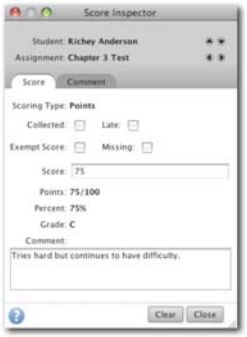
Recording Scores

Enter any of the following "scores"

- A
- 95%
- 19/20
- =
- MI or /
- LT or *
- COL or .



The Score Inspector



- ✓ Collecting
- ✓ Recording
- ✓ Adding
- ✓ Overriding

What Does That Contain?

Anderson, Richard (Chapter 3 Test)
Tries hard but continues to have difficulty.

Final Grade Setup

1. Click the **Grade Setup** tab > **Calculations**
2. Double-click the term
3. Select how final grades are calculated
4. Enter weights if needed
5. Click **Save**

1 2 3 4 5

Click the **Grade Setup** tab, then click **Calculations**

1 2 3 4 5

Select a term

Y1	8/21/2008	6/23/2009
S1	8/21/2008	12/31/2008
Q1	8/21/2008	10/28/2008

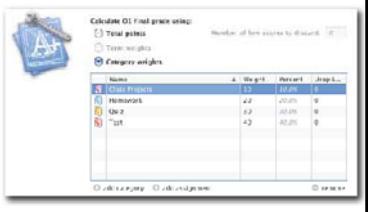
1 2 3 4 5

Select how final grades are calculated

Total Points	1250
Term Weights	S1-40%, S2-60%
Category Weights	Test-30%, Homework-20%, Project-50%

1 2 3 4 5

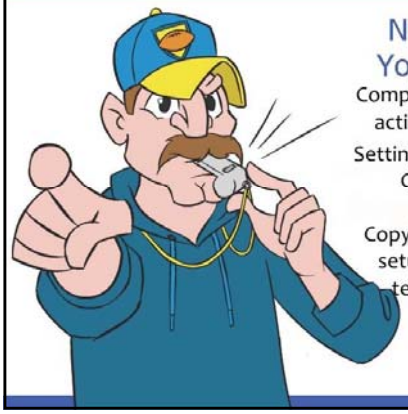
Enter weights



1 2 3 4 5

Save the changes and format the next term

Revert Save



Now It's Your Turn

Complete hands-on activity 7 and 8:

Setting up Final Grade Calculations

Copying Final Grade setup to another term and class

Some Helpful Tools

Utilizing Student Groups for...

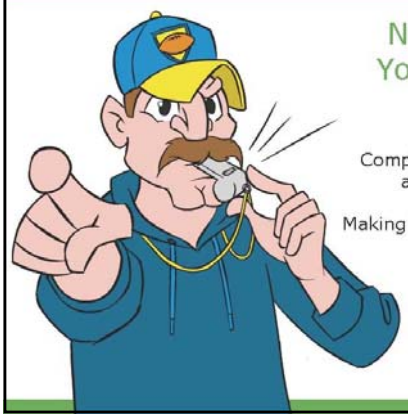
- Assignments
- Grading
- Reports
- Organization

Active (28)
Dropped (0)
▼ Accelerated Students
  ▶ AP (3)
  ▶ Honors Level (1)
▼ Contact
  ▶ Email (19)
  ▶ Phone Calls (9)

Then Filter

Student Groups Filter

- Highlight Selected
- Filter Selected



Now It's Your Turn

Complete hands-on activity 9

Making Student Groups

The Student Info Tab

Access specific student information

Personalizing Class Information

- Enter a display name
- Enter a description

Helpful Tools

- School Content
- My Content
- Spell Check

What is Content?

- Helpful links for your students and their parents
- Created by:
  - PowerTeacher Administrator
  - You

Why Enter Content?

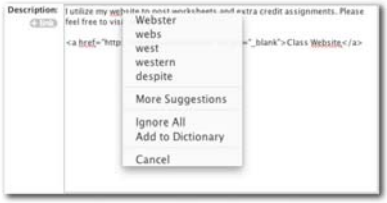
Order	Name	Group	Type	Address
1	MSNBC	News	Web Site	http://www.msnbc.com
2	Famous Speeches	Speech Teachers	Web Site	http://www.americanrhetoric.com/top100speechesal...
3	4.5 Billion pledged for kids	Web Sites	Web Site	http://www.msnbc.msn.com/id/26894786/

Place in the

- assignment description for extra help
- class description to identify study tools

Using Spell Check

Have no fear....
Spell Check is here!



Communicating Progress

Notify the PowerTeacher Administrator of your grading progress

S1 In Progress S1 Grades Complete ✓