

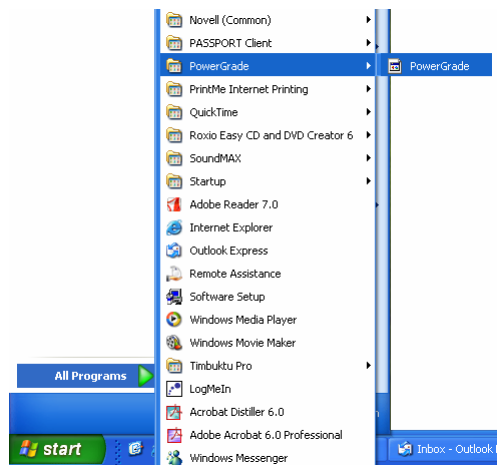
PowerGrade Quick Start Manual

Version 4.6

PowerSchool – FUSD – Implementation

Welcome to PowerGrade. This quick start manual will guide you through the steps involved in setting up PowerGrade for use during the school year. Prior to creating assignments and entering scores, it is important to set the preferences so that you will have an easier time of using PowerGrade. Most of the settings are global, meaning that all classes will be affected by changes made. However, In order to change settings or set preferences, a class will need to be opened first.

1. To launch PowerGrade, Go to Start>Programs>PowerGrade>PowerGrade...



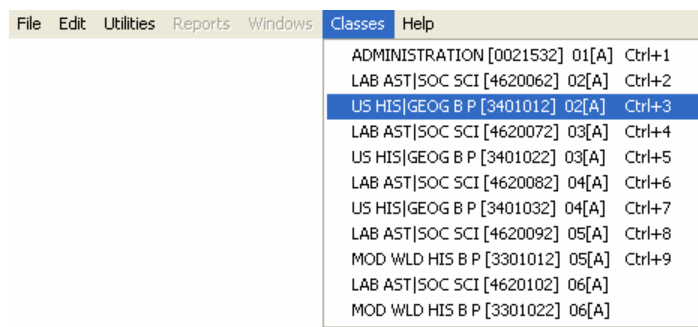
If there is a PowerGrade shortcut on the Desktop, you can double-click on it instead of using the Start Button.

For Macintosh, double-click the alias on the desktop...



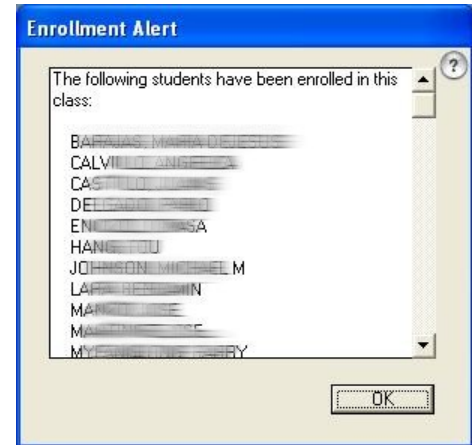
Note: Once PowerGrade is open, there is virtually no difference between Windows and Macintosh.

2. PowerGrade will open up and the Classes menu should be available. Click on Classes and select a class...



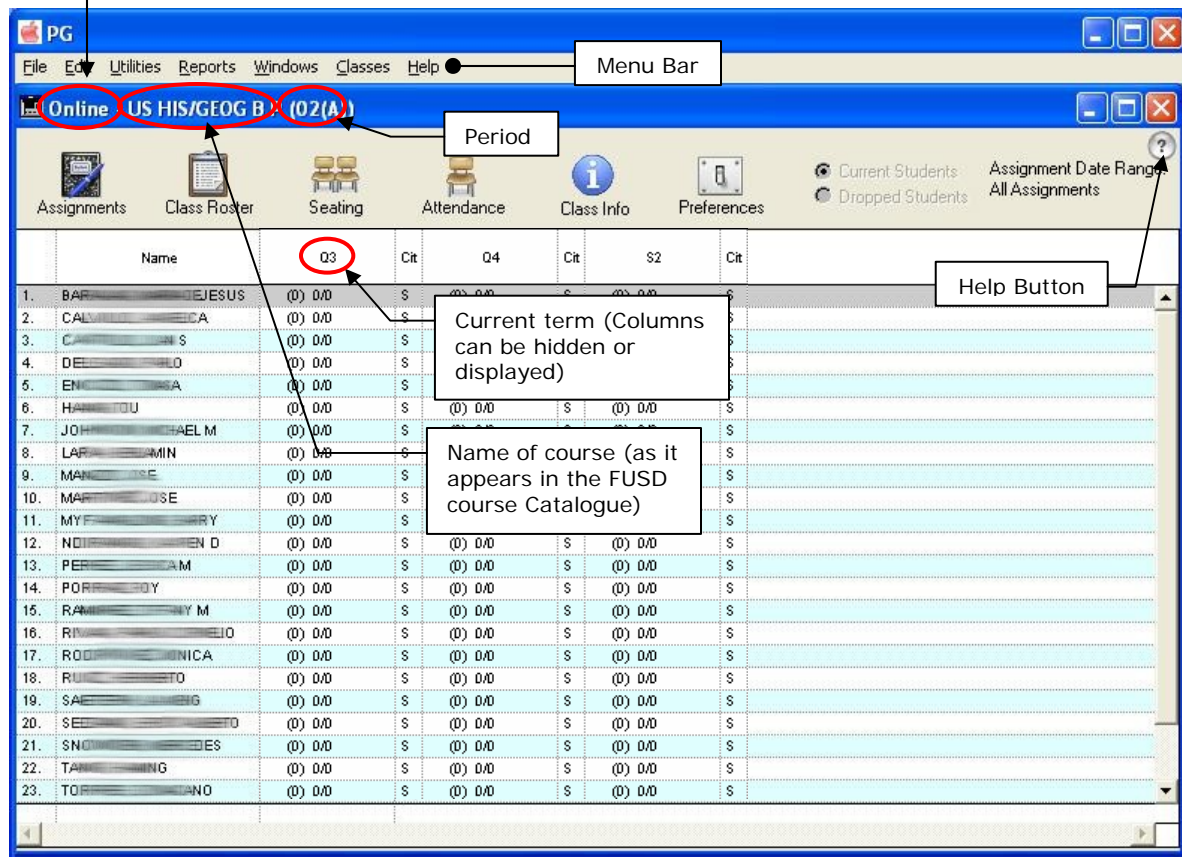
The first time a class is open, currently enrolled students will appear in a window. Click OK.

Note: Each time students are added or dropped, a notification window will appear requiring confirmation.



The students will then appear on the main spreadsheet screen.
On this screen is some important information to be aware of (see below)...

Connection Status: If connected to the PowerSchool server, it will read **Online**
If not connected or unable to connect, it will read **Offline**

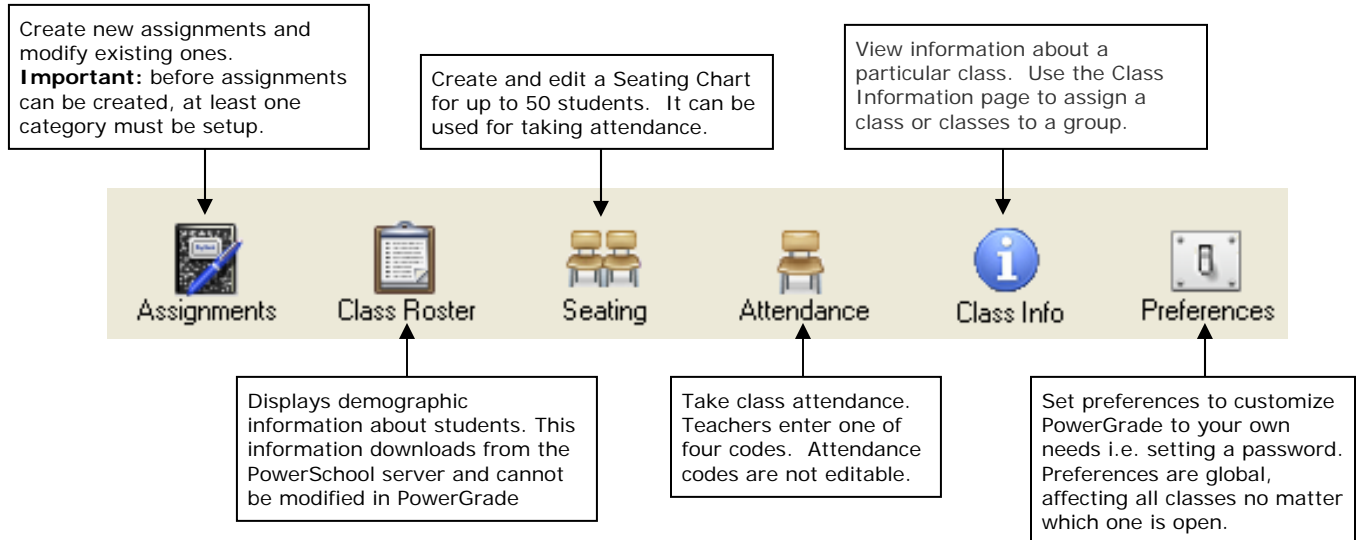


The screenshot shows the main spreadsheet screen with the following annotations:

- Menu Bar:** File, Edit, Utilities, Reports, Windows, Classes, Help
- Class Title:** Online US HIS/GEOG B (02(A))
- Period:** 03
- Help Button:** Located in the top right corner of the spreadsheet area.
- Current term (Columns can be hidden or displayed):** Points to the '03' period column.
- Name of course (as it appears in the FUSD course Catalogue):** Points to the 'US HIS/GEOG B' course name.

Name	03	Cit	Q4	Cit	S2	Cit
1. BARRIAS, MARIA DELEESA	(0) 0/0	\$	(0) 0/0	\$	(0) 0/0	\$
2. CALVIN, TANGELICA	(0) 0/0	\$	(0) 0/0	\$	(0) 0/0	\$
3. CASILLAS, JUANITA	(0) 0/0	\$	(0) 0/0	\$	(0) 0/0	\$
4. DELEESA, MARIA	(0) 0/0	\$	(0) 0/0	\$	(0) 0/0	\$
5. ENRIQUETA, ROSA	(0) 0/0	\$	(0) 0/0	\$	(0) 0/0	\$
6. HANGSTOU, ...	(0) 0/0	\$	(0) 0/0	\$	(0) 0/0	\$
7. JOHNSON, MICHAEL M	(0) 0/0	\$	(0) 0/0	\$	(0) 0/0	\$
8. LAFRANCO, ...	(0) 0/0	\$	(0) 0/0	\$	(0) 0/0	\$
9. MARQUESE, ...	(0) 0/0	\$	(0) 0/0	\$	(0) 0/0	\$
10. MARQUESE, ...	(0) 0/0	\$	(0) 0/0	\$	(0) 0/0	\$
11. MYERS, ...	(0) 0/0	\$	(0) 0/0	\$	(0) 0/0	\$
12. NDIA, ...	(0) 0/0	\$	(0) 0/0	\$	(0) 0/0	\$
13. PEREZ, ...	(0) 0/0	\$	(0) 0/0	\$	(0) 0/0	\$
14. PORTER, ...	(0) 0/0	\$	(0) 0/0	\$	(0) 0/0	\$
15. RAMOS, ...	(0) 0/0	\$	(0) 0/0	\$	(0) 0/0	\$
16. RIVERA, ...	(0) 0/0	\$	(0) 0/0	\$	(0) 0/0	\$
17. RODRIGUEZ, ...	(0) 0/0	\$	(0) 0/0	\$	(0) 0/0	\$
18. RUIZ, ...	(0) 0/0	\$	(0) 0/0	\$	(0) 0/0	\$
19. SANCHEZ, ...	(0) 0/0	\$	(0) 0/0	\$	(0) 0/0	\$
20. SEBASTIAN, ...	(0) 0/0	\$	(0) 0/0	\$	(0) 0/0	\$
21. SOLORIO, ...	(0) 0/0	\$	(0) 0/0	\$	(0) 0/0	\$
22. TAMAYO, ...	(0) 0/0	\$	(0) 0/0	\$	(0) 0/0	\$
23. TORRES, ...	(0) 0/0	\$	(0) 0/0	\$	(0) 0/0	\$

There are many items in the Menu Bar. Some of the most common are also shown as buttons below the Menu Bar.



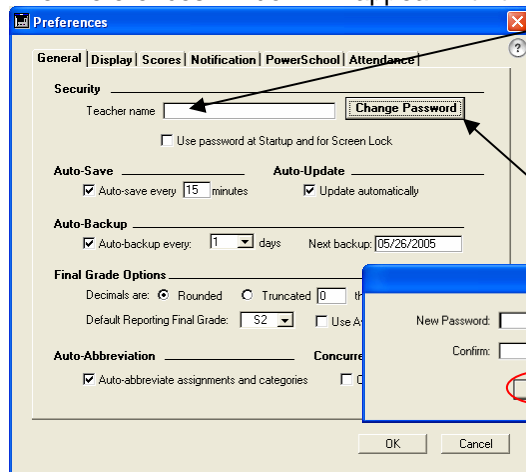
Prior to working with a class and creating assignments, it is important to set certain preferences to insure the gradebook works the way it is expected to.

Setting Preferences

Click on the Preferences Button...



The Preferences window will appear with the **General** tab active...



You can type your name in the Teacher Name box.

For security reasons, it is important to set a password that prevents others from opening the gradebook.

1. Click on the Change Password button...

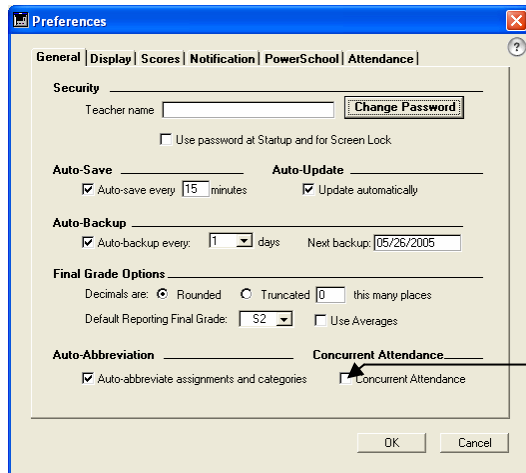
2. Type a password that is easy to remember, but not easy for anyone to guess.

3. Retype the password in the Confirm box and click OK

The next time the gradebook is opened, you will be prompted for the password.

i **Never leave a written copy of your password in plain view of students or anyone that should not be using the gradebook.**

Note: Clicking the OK button on the main Preferences window will accept the changes. However, it is not necessary until all preferences are set.



Preferences

General | Display | Scores | Notification | PowerSchool | Attendance

Security
Teacher name:

Use password at Startup and for Screen Lock

Auto-Save: Auto-save every 15 minutes
Auto-Update: Update automatically

Auto-Backup: Auto-backup every: 1 days Next backup: 05/26/2005

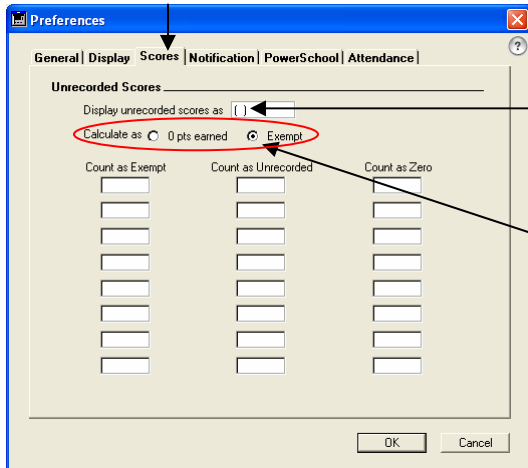
Final Grade Options
Decimals are: Rounded Truncated 0 this many places
Default Reporting Final Grade: S2 Use Averages

Auto-Abbreviation: Auto-abbreviate assignments and categories
Concurrent Attendance: Concurrent Attendance

If you teach more than one section during the same class period (ELD II and III, or Algebra and SDAIE Algebra, or if you have a Teacher Aide), those classes can be merged into one roster for the purpose of taking attendance.

Check the **Concurrent Attendance** box

Click on the **Scores** tab...



Preferences

General | Display | Scores | Notification | PowerSchool | Attendance

Unrecorded Scores
Display unrecorded scores as: ()

Calculate as: 0 pts earned Exempt

Count as Exempt	Count as Unrecorded	Count as Zero
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

You may wish to create custom codes to represent something other than a numeric or letter grade.

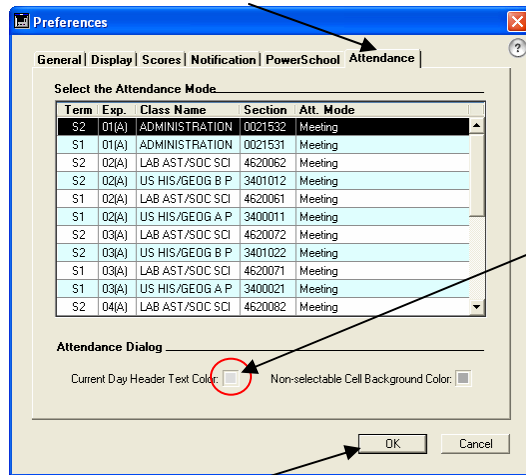
By default, an unrecorded score appears as a set of parenthesis (). This can be changed to another symbol if desired.

That symbol can be calculated as a zero or as exempt.

There are also three columns in which custom codes (up to ten) can be entered...

- **Count as Exempt**
Examples: IL for "ill" or NE for "new enroll." Exempt scores do not count against the student.
- **Count as Unrecorded**
PowerGrade looks to the "Display unrecorded scores as..." selection to determine how to average these scores, either 0 pts or exempt (depending on which one is checked).
Examples are AB for "absent" or SB for "school business."
- **Count as Zero**
Examples are CH for "cheat" or NHI for "not handed in."

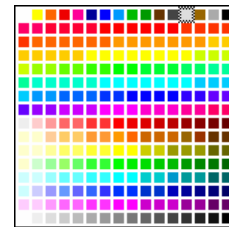
Click on the **Attendance** tab...



By default, the text color for the column header of the current day is set to light gray against a gray background. Therefore, when taking attendance, it is very difficult to see the date at the top of the current day column. Fortunately, this can be changed.

Click the gray box to the right of "Current Day Header Text Color."

A color palette will appear... Select a color that will provide a good contrast against a gray background. Medium blue or red work well.



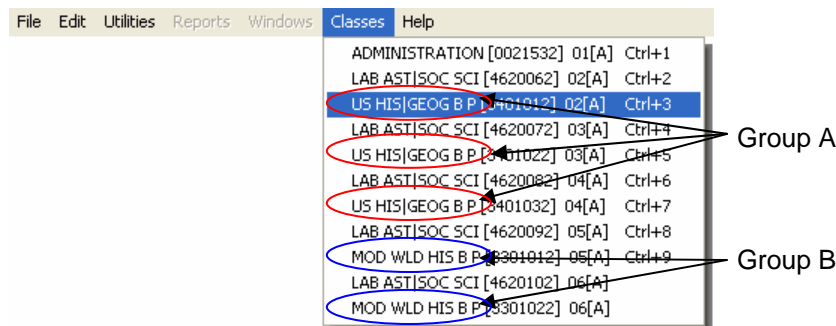
Click OK and all the changes (General, Scores, and Attendance) will be saved.

The **Display** and **Notification** tabs also contain options you may find useful. In most cases, the **PowerSchool** tab should be avoided. Changing settings there may render the gradebook unusable.

Grouping Classes

For teachers that have more than one of the same class/subject, it is possible to assign those classes to a group. This will save the teacher from creating the same assignment(s) multiple times for each class. The assignment can be created for the group and will then appear in each class that is assigned to the group.

The example below shows 3 US History/Geography and 2 Modern World History classes. Two different groups can be created (one for US History/Geography and another for World History).



Follow the steps on the next page for grouping classes...

