PowerTeacher Quick Start Guide
Initial GradeBook Setup

Beaufort
County
School
District

https://pschool.beaufort.k12.sc.us/teachers
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Logging into PowerTeacher

1. Use the Power School Teacher icon on your desktop or navigate to this website: https://pschool.beaufort.k12.sc.us/teachers/pw.html

   You should see a screen like this:

   ![PowerTeacher Login Screen]

2. Log in using your school-created username and password. If you do not have this information, contact your school’s Data Specialist.

3. Keep your login information secure. Also, please note that each incorrect login attempt is recorded. If you have too many, you will be locked out of your account. If this happens, follow the directions on the screen.
Home Screen

The Current Classes list shows all your classes.

Click the chair to take attendance. The circle turns green after attendance is submitted.

Click the backpack to view individual student information.
After selecting the chair, the attendance page will appear in the “Single Day” format:

1. Leave the box empty for each on-time, present student. For anyone else, click the white dropdown box across from their name. Select “U” for **absent** or “Z” for **tardy**. If a student is medically excused, in ISS, on a field trip, or out for any other legally excused reason, their excuse will be documented in PowerSchool by office personnel.
2. Click the “Submit” button when you are done.
3. If you have created a seating chart, you can also click the “Seating Chart” tab to take attendance. The codes used are the same and you will still need to hit “Submit”.
4. Click the PowerTeacher logo in the top left to go back to the Home screen.
After selecting the backpack, the student information roster will appear:

**Student Information**

Use the navigation pane on the left to work with the students listed:
- Click on the student's last name to go to your default student information screen.
- Click on the student's first name to go to the last student screen viewed.
- Click on a class name to change the current list of students to those in that class.

**Tips on Navigation**

*Click a student’s last name to go back to the default student information screen*

*Click on the student’s first name to stick with the same type of information screen*

*Example*: You just looked at a student’s attendance. If you want to go to the default screen for the next student, click the student’s last name. If you want to go to attendance for the next student, click the student’s first name.

**Commonly Used Screens**

*Quick Lookup* shows all current grades and attendance; Each number on this screen can be clicked for more information

*Demographics* gives information on parents, phone number and address

*Meeting Attendance* gives a calendar type view of attendance in all classes

Use the “Select screens” options to navigate through the various student information screens.

**Shortcut**: Click on the down arrow to access the Student Info Menu. Use the up and down arrows to navigate.
Launching the Gradebook

1. BEFORE you can launch the gradebook for the very first time, you must click on the “Installer” link found in the left column of the Start Page.

2. Follow all of the on screen directions, beginning with “Download Installer”.

3. Once you have completed all Installer steps, click the blue “Launch” button. Alternatively, you can use the desktop icon to launch the gradebook.

4. If using the desktop icon, a pop up window may appear to ask if you want to open the file. Click “Open.” Login using your PowerTeacher username and password.

5. If using “Launch”, you will not need to login, but you will need to click on the file at the bottom of your screen once it finishes downloading.

Login Tip
You may only have one active gradebook login. If you have two active logins, you will be prompted to close the other one. This may happen if you did not log out of the gradebook on another computer or if you accidentally launch the gradebook a second time on the computer you are using.
Overview of Gradebook Home Screen

Select school year here

The quarter/marking term is shown here

Navigate through the different gradebook functions using these tabs

View assignment names here

View and enter student scores in this section

The blue highlighting indicates which class you are currently viewing

These are your different assignment categories. Your school may require specific categories for your subject or grade level
Getting Started

The gradebook features and functions are tailored to duties and responsibilities teachers handle day to day. The following table provides a brief explanation of the icons you will see when you launch your gradebook.

<table>
<thead>
<tr>
<th>Title</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scoresheet</td>
<td><img src="Image" alt="Scoresheet" /></td>
<td>Displays the assignments and scores entered for students.</td>
</tr>
<tr>
<td>Assignments</td>
<td><img src="Image" alt="Assignments" /></td>
<td>Displays the details of the assignments you have created.</td>
</tr>
<tr>
<td>Students</td>
<td><img src="Image" alt="Students" /></td>
<td>Displays demographic data for each student in the class.</td>
</tr>
<tr>
<td>Grade Setup</td>
<td><img src="Image" alt="Grade Setup" /></td>
<td>Displays the final grade setup for each term.</td>
</tr>
<tr>
<td>Class Content</td>
<td><img src="Image" alt="Class Content" /></td>
<td>Displays the basic information about the selected course.</td>
</tr>
<tr>
<td>Reports</td>
<td><img src="Image" alt="Reports" /></td>
<td>Provides an interface to designate and format reports.</td>
</tr>
</tbody>
</table>

BEFORE entering scores in the GradeBook, you need to do the following:

- Create Category Names
- Setup Term Weights
- Setup Category Weights
Creating Category Names

When you create an assignment, you will select a category from the list you create. To name and weight each category, please refer to your school-wide grading practices.

Your categories will be found in this section of your gradebook.
If you are a new teacher you will not see any categories.
If you have used gradebook in previous years you will see all categories you have created.

1. To add a category, click the + sign
2. To remove a category, click the – sign.
After clicking the + sign you must now complete the “Create Assignment Category” screen. When finished, click “OK”.

Complete Name and Abbreviation (both are required)
Select a color; this will highlight each assignment in that category.
Points possible defaults to 10. Set this to the most common point value you will use for a category.
Keep score type as “Points”
Make sure to check “Include in Final Grade”

Reminder:
DO NOT repeat words in the “Name” field. Example: Do not use Skills for one category and Skills/Knowledge for another category.
Setting Up Term Weights for Elementary Schools

Term Weights
- Quarter 1 - 25%
- Quarter 2 - 25%
- Quarter 3 - 25%
- Quarter 4 - 25%

1. Under “Classes”, select current school year
2. Select the first class
3. Click “Grade Setup”
4. Highlight the line F1 and double click to expand
5. Click the radio button for “Term Weights”
6. In the “Weight” column, enter 25 for Q1, Q2, Q3, and Q4. Click “Save”.

Steps 1 and 2
Step 3
Step 4
Step 5
Step 6
Setting Up Term Weights for Middle School Non EOC Classes

1. Under “Classes”, select the current school year
2. Click on the class you need to setup
3. Click “Grade Setup”

4. Highlight the line F1 and double click to expand
5. Click the radio button for “Term Weights”
6. In the “Weight” column, enter 50 for S1 and S2, 0 for E1, Click “Save”

7. Highlight the line S1 and double click to expand.

8. In the “Weight” column, enter 25 for Q1 and Q2, Click “Save”
9. Repeat the previous steps for S2, Click “Save”

*Note that for semester only classes (Academic Arts), each quarter will be weighted as 50%.
Setting Up Term Weights for Middle School EOC Classes

1. Under “Classes”, select current school year
2. Click on the class you need to setup
3. Click “Grade Setup”

4. Highlight the line F1 and double click to expand
5. Click the radio button for “Term Weights”
6. In the “Weight” column, enter 40 for S1 and S2, 20 for E1, Click “Save”

7. Highlight the line S1 and double click to expand.

<table>
<thead>
<tr>
<th>Name</th>
<th>Weight</th>
<th>Percent</th>
<th>Drop Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q1</td>
<td>20</td>
<td>20.00%</td>
<td>n/a</td>
</tr>
<tr>
<td>Q2</td>
<td>20</td>
<td>20.00%</td>
<td>n/a</td>
</tr>
<tr>
<td>S2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q3</td>
<td>20</td>
<td>20.00%</td>
<td>n/a</td>
</tr>
<tr>
<td>Q4</td>
<td>20</td>
<td>20.00%</td>
<td>n/a</td>
</tr>
<tr>
<td>E1</td>
<td>20</td>
<td>20.00%</td>
<td>n/a</td>
</tr>
</tbody>
</table>

8. In the “Weight” column, enter 20 for Q1 and Q2, Click “Save”
9. Repeat the previous steps for S2, Click “Save”
1. Under “Classes”, select the current school year
2. Click on the class you need to setup
3. Click “Grade Setup”

4. Highlight the line F1 and double click to expand
5. Click the radio button for “Term Weights”
6. In the “Weight” column, enter 50 for S1 and S2, 0 for E1, Click “Save”

7. Highlight the line S1 and double click to expand.

8. In the “Weight” column, enter 25 for Q1 and Q2, Click “Save”
9. Repeat the previous steps for S2, Click “Save”
Setting Up Term Weights for High School Non EOC Classes (Semester)

1. Under “Classes”, select the current school year
2. Click on the class you need to setup
3. Click “Grade Setup”

4. Highlight the line F1 and double click to open up term weights
5. In the “Weight” column, enter 50 for Q1(Q3) and Q2(Q4), Click “Save”

<table>
<thead>
<tr>
<th>Name</th>
<th>Weight</th>
<th>Percent</th>
<th>Drop Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q3</td>
<td>50</td>
<td>50.00%</td>
<td>n/a</td>
</tr>
<tr>
<td>Q4</td>
<td>50</td>
<td>50.00%</td>
<td>n/a</td>
</tr>
</tbody>
</table>
10. Under “Classes”, select current school year
11. Click on the class you need to setup
12. Click “Grade Setup”

13. Highlight the line F1 and double click to expand
14. Click the radio button for “Term Weights”
15. In the “Weight” column, enter 40 for S1 and S2, 20 for E1, Click “Save”

16. Highlight the line S1 and double click to expand.

<table>
<thead>
<tr>
<th>Name</th>
<th>Weight</th>
<th>Percent</th>
<th>Drop Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q1</td>
<td>20</td>
<td>20.00%</td>
<td>n/a</td>
</tr>
<tr>
<td>Q2</td>
<td>20</td>
<td>20.00%</td>
<td>n/a</td>
</tr>
<tr>
<td>S2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q3</td>
<td>20</td>
<td>20.00%</td>
<td>n/a</td>
</tr>
<tr>
<td>Q4</td>
<td>20</td>
<td>20.00%</td>
<td>n/a</td>
</tr>
<tr>
<td>E1</td>
<td>20</td>
<td>20.00%</td>
<td>n/a</td>
</tr>
</tbody>
</table>

17. In the “Weight” column, enter 20 for Q1 and Q2, Click “Save”
18. Repeat the previous steps for S2, Click “Save”
Setting Up Term Weights for High School EOC Classes “Semester”

1. Under “Classes”, select current school year
2. Click on the class you need to setup
3. Click “Grade Setup”
4. Highlight the line F1 and double click to expand
5. Click the radio button for “Term Weights”
6. In the “Weight” column, enter 40 for Q1(Q3) and Q2(Q4), 20 for E1, Click “Save”

Calculate F1 final grade using:  
- Total points
- Term Weights / Standards Weights
- Category Weights

<table>
<thead>
<tr>
<th>Name</th>
<th>Weight</th>
<th>Percent</th>
<th>Drop Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q3</td>
<td>40</td>
<td>40.00%</td>
<td>n/a</td>
</tr>
<tr>
<td>Q4</td>
<td>40</td>
<td>40.00%</td>
<td>n/a</td>
</tr>
<tr>
<td>E1</td>
<td>20</td>
<td>20.00%</td>
<td>n/a</td>
</tr>
</tbody>
</table>
Setting Up Category Weights

1. Click “Grade Setup”
2. Double click Q1 line
3. Click the radio button for “Category Weights”
4. Click “Add Category”
5. Select each category you need to use and click “OK”
6. Double click in the table under “Weight” to assign the numeric value to each category and click “Save” (MUST equal 100)
Copying Grade Setup to Other Classes

1. Click “Tools”
2. Select “Copy Final Grade Setup”
3. Make sure to select “Entire Class” and click “OK”
4. Select all of the classes that will have the same term weights and click “Next”
5. Confirm your class by clicking “Finish”
Creating a New Assignment

Note: Teachers may also add an assignment to the GradeBook within Scoresheet Tab

Click on the plus sign at the bottom to create a new assignment

*Red items must be completed
*Dates must fall within the grading period; please refer to report card timeline for dates
*Keep the score as “Points”
*Click “Save” when finished

Description Tip
The description you type here is visible to parents via the PowerSchool Parent Portal so use this opportunity to provide information such as assignment details, content assessed, additional resources, etc.
Entering Scores in GradeBook

1. Click on the “Scoresheet” tab
2. Enter grades for each student in assignment column
3. When you finish, click “Save”
Using Score Inspector

The Score Inspector makes it possible to indicate if an assignment was received late, a student is exempt from completing the assignment, an assignment is missing, or you have collected the assignment without entering a point value. You can also use this tool to enter a score comment.

Right click on a grade and select “Score Inspector”

Enter additional information or comments that may be needed for a particular grade
1. Under the “Reports” tab, click “Student Roster”
2. Select information you want to put in report (Student #, birthdays, gender, etc)

(You may select your own information by using the blank headings)
Individual Student Report

Under “Reports”, click “Individual Student Report”

Other Resources

Teacher Notifications will alert teachers of student birthdays, when students are added or dropped from classes, and when administrators view their gradebooks.
Effective Grading Principles

Grading principles supported by research can help teachers and administrators develop classroom and building level grading practices and procedures to support student learning (Tomlinson and Moon, 2014). The following Grading Principles are intended to be used by teachers and administrators in achieving our District goal of ensuring that grading and reporting practices are based on clearly defined criteria that represent the attainment of content knowledge and skills and that are consistent across grade levels and courses (DRP 3.12; AdvED 3.10). Research-based grading and assessment practices should guide teacher practices in the recording and reporting of student progress under the supervision of the principal (BCSD IS-43). Grades should be accurate, meaningful, consistent and supportive of learning, (O’Connor, 2013).

Accurate: Clear grading practices and procedures help provide for an accurate evaluation of student learning.

Principles for improving Accuracy:

- Administer multiple graded assignments within each weighted category (e.g. one per week)
- Only include scores that relate to achievement of the standards
- Provide students with multiple opportunities to demonstrate that they have acquired the knowledge or skill expected with proficiency on a standard

Meaningful: Clear feedback and evaluation is an essential part of the learning process. Research indicates that meaningful feedback is one of the most powerful factors in closing the gap between current student understanding and desired performance (Hattie, 2009).

Principles for making grades more Meaningful:

- Organize gradebooks using standards based categories
- Consistently provide feedback to students and parents in a timely manner
- Provide multiple opportunities within the grading period (redos and retakes) for students to demonstrate proficiency
- Engage students in tracking their own progress on identified standards
**Consistent**: Grading practices (components, procedures, mathematical weights, etc.) that are commonly applied across a course or grade level subject provide for common student experiences and consistent expectations.

- **Principles for improving Consistency:**
  - Align school grading practices with a common set of district grading principles
  - Establish common grade or course level grading practices uniformly implemented by all teachers
  - Clearly define and communicate expectations in relation to performance standards
  - Work in collaborative teams (PLC’s) to calibrate scoring instruments and evaluate assessments and student work

**Supportive of Learning**: Above all, we need to understand that our goal is student learning, and learning is a process. To be supportive of learning, grades must be informative and provide students with opportunities to improve performance.

- **Principles that are Supportive of Learning:**
  - Regularly provide academic feedback in relation to the achievement of the standards, and opportunities for students to apply academic feedback to demonstrate their new understanding/performance
  - Prioritize new evidence of learning over older evidence
  - Reduce or eliminate punitive grading practices
  - Refrain from evaluating students in comparison to one another
  - Use a variety of assessment methods to collect evidence of student achievement
  - Use assessment to improve student learning – assessment is not just a labeling event, it should be used to inform instruction and improve student understanding

**References**

Beaufort County School District Administrative Rule IS-43
Beaufort County School District Renewal Plan 2014/15 to 2018/19