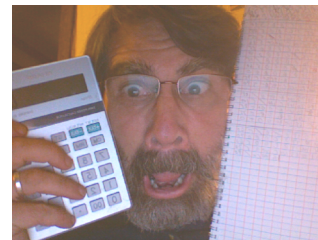


## Thirty Second Guide to PowerGrade



### To Create Categories in PowerGrade

- Open PowerGrade and open a Class.
- Under WINDOWS, choose CATEGORIES.
- In the Category window enter the name of the category (i.e. Homework, Quiz,...)
- Click in the ABBREVIATION WINDOW and enter a shortened abbreviation.
- Enter a description that will be available to parents and students who view PowerSchool.
- (Note: the DFLT.PTS.POSS can be filled in if every assignment within a category is to be given the same points possible. i.e. all tests are worth 100 pts. This saves you typing later. You can leave it at 0 and fill in the points possible when you enter each assignment.)
- To enter another category, click NEW CATEGORY and repeat the steps above.
- When all categories are finished, click ACCEPT.

Category name	Abbreviation	Description (optional)	Dflt. pts poss
assignments	assing	These grades are from our daily work	0

### To Add Weighting to Categories

- Open PowerGrade and open a Class.
- Under WINDOWS, choose CATEGORIES.
- Click the SET UP WEIGHTING button.
- Create as many FACTOR TYPES as you have categories by clicking the “+” sign.
- Click on the triangle next to the first TOTAL POINTS factor type and choose CATEGORY POINTS.
- Click the first triangle under ASSMT/CAT/FG/NAME and choose your first category.
- Assign a weight under the WEIGHT column.
- Repeat these steps for all categories

Factor Type	Asmt/Cat/FG Name	Drop	Weight
Total points	N/A	0	1.00.00

Total points  
Category points

assignments  
Daily Effort  
Progress

*Note: You can copy the category information that you just created to other classes:*

- Open the next class.
- Under Utilities, drag to COPY CLASS INFORMATION
- Choose the class with the complete category information and click all category boxes.
- Do this for all classes sharing this category information.

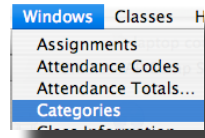
### To Add Assignments:

- Click the Assignment icon on the PowerGrade toolbar.
- Choose the category into which this assignment will fall
- Enter a name and an abbreviation or the assignment.
- Fill in the Pts Poss. Window
- Fill in the description window with information that will be visible to students and parents.

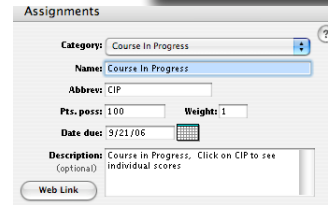
**Creating a Course in Progress (CIP) assignment avoids the problem caused by inaccurate semester averages being communicated to parents and students when they view PowerSchool.**

**Here's How:**

- **Open PowerGrade**
- **Under Windows drag to Categories and create a new category called *Progress*.**



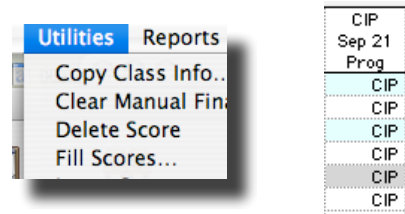
- **Click the Assignment icon and create a new assignment called *Course In Progress* / abbreviation called CIP. Set *Points Possible* to 100. Set *Weight* to .**



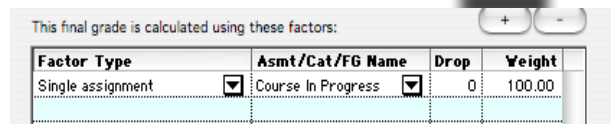
- **After you close the assignment window, set each student's Course in Progress score to CIP. You can fill in all the scores at once:**

- **Click on the first cell in the CIP column.**
- **Under *Utilities* drag to *Fill Scores*.**
- **Enter CIP in the *Fill Value* box.**

- **Double Click on the top of the S1 column.**
- **Under *Factor Type* choose *Single Assignment*.**



- **Under *Asmt/Cat/FG/name* choose *Course in Progress*.**



**Your PowerGrade semester column will show CIP**

**as the average. In PowerSchool, students and parents will see CIP as the course grade. By clicking on CIP, they will be able to see the individual assignment scores.**

**Remember: Whatever grade is under S1 or S2 is the grade seen on the progress report.**

To change CIP to a semester grade at Progress Report time choose one of the following methods:

1. Enter the semester grade directly into the CIP assignment column.
2. Replace the semester grade with CIP at an appropriate time after progress reports are published.

CIP
Sep 21
Prog
A
B+
CIP
CIP
CIP

\*\*\*\*\*OR\*\*\*\*\*

1. Create a new assignment called Progress Report
  - a. Click the Assignment icon
  - b. Name the new assignment *Progress Report I*
  - c. Points Possible = 100; Weight = 1
  - d. Enter the semester score into the *Progress Report I* column.

Category: Progress

Name: Progress Report I

Abbrev: PRGRPTI

Pts. poss: 100      Weight: 1

PRGRPTI
Oct 16
Prog
A
B
C-

- e. Click on the top of the S1 column.
- f. Under *Factor Type* choose *Single Assignment*.
- g. Under *Asmt/Cat/FG/name* choose *Progress Report I*.

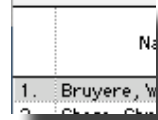
This final grade is calculated using these factors:

Factor Type	Asmt/Cat/FG Name	Drop	Weight
Single assignment	Progress Report I	0	100.00

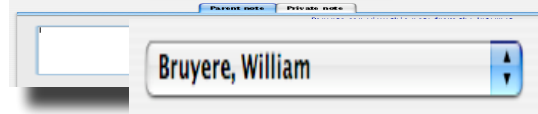
- h. Replace Progress Report I with Course in Progress at an appropriate time after progress reports are published.

### *To Add Student Comments In Powergrade*

- Open a class in PowerGrade.
- Beside the first student's name, double-click on the number in the left column.



- Enter your comment in the Parent Note box.
- Move to the next student by clicking on the arrow beside the student's name.



- To add a school comment for work habits, choose School Comment from the drop down menu. Double click on the chosen *comment code*.
- Click OK when finished.



### *To Create Your Own Comment Bank (You may want to create a bank of generic comments to be used repeatedly with different students. Here is how:)*

- Under *Windows*, drag to *Comment Bank*.
- Choose *Personal Comment* and click *Add*.
- Enter an abbreviation that makes sense to you in the *Code* window.
- Enter your comment in the *Comment Window*.
- Click *OK*.
- To use these comments, click on *Personal Comments* in the add comments section of PowerGrade. Double click on the *Comment Code* section to enter this generic comment.

### *To work at home while offline: ( If you are entering grades and comments while at Home and you have no internet access, you can work offline and enter you data.)*

- When you return to school, Make sure that the **ONLINE/OFFLINE** button is green and **ONLINE**.
- Open each class, make a slight change (perhaps add a space to one student's comments) then cycle to the next class.
- When you quit PG, it will run a backup to the server with the data that you entered at home.
- (If you want to run the backup manually, you can hit Apple/B after making the changes in each class).

### *To Create Printable Reports: (One report can be shared for all classes)*

- Open any class. Under **Reports**, drag to **CREATE**.
- In the **NAME THIS REPORT** box enter a name that will help you identify the report in the future.
- Choose the **TYPE OF REPORT** needed
- Click the **OPTIONS** tab to format the report.
- Click **OK**
- To print the report, under **REPORTS**, drag to **PRINT** and choose the report.

