LAUNCHING THE GRADEBOOK AND THE BASICS

Logging Onto PowerSchool Teacher

Please go to this website address: http://powerschool.albany.k12.ny.us/teachers

When you logon you will see all of the classes that are assigned to you.

LAUNCHING THE GRADEBOOK

In the upper left-hand corner, click on the arrow next to the word "Gradebook."

This will launch the Gradebook. If this is your first time launching the Gradebook, your computer will need to install the Gradebook software. When asked if you want to run this application, select the box that says "Always trust content from this publisher" and select "Run". If you are at home, you may need to install java if it is not already installed. To do this, you will need to go to www.java.com. Once you have installed the software, the Gradebook will open.

BECOMING ACQUAINTED WITH THE GRADEBOOK

First, let's take a look at the top left-hand corner. Here you will find the school year. It should be set to Current Classes.

Below that you will see all of your classes listed. To the right you will notice there are six icons.

We will be using the Scoresheet, Assignments, and Grade Setup Icons for this training.

Scoresheet   Assignments   Student Info   Grade Setup   Class Content   Reports
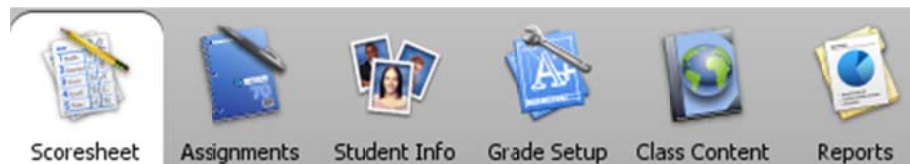
EXTREMELY IMPORTANT
You must select the correct reporting term. If you do not select the correct reporting term you will enter all of your grades incorrectly. There is no way to transfer grades, so they will have to be done over again if you make this error. Please check each time you enter grades that the reporting period is correct

Reporting Term: Q1

The Big View
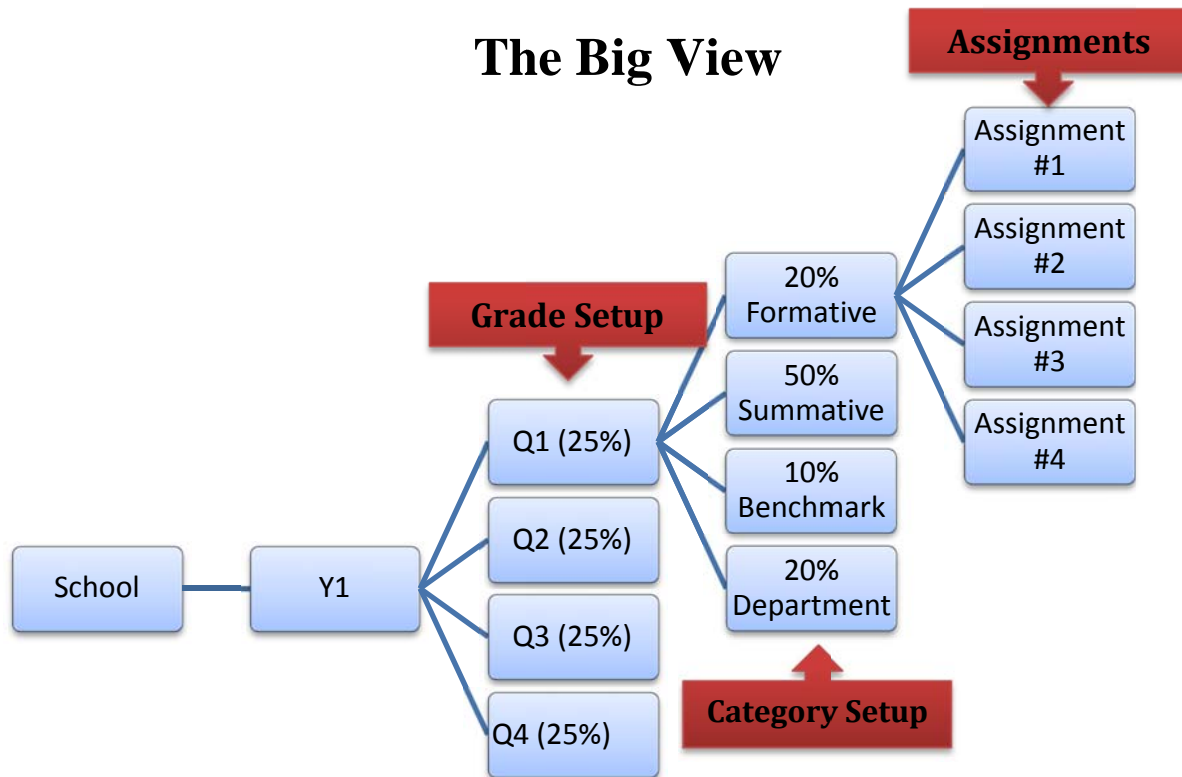
District Made Decisions/Policy:

(1)   The quarters will be 25% of the final grade.
(2)   The categories will be weighted as shown above.
(3)   You must have a minimum of 10 assignments per marking period/per class.

Teacher Decisions to Make:

I will grade using Points or Percentages

I will or will not drop the lowest grade per category.

Adding Categories (1x per year)

(1)   In the bottom left hand corner of the screen, select the "+" sign to add categories

(2)   Add the following categories:
   a. Formative Assessments
   b. Summative Assessments
   c. Benchmark Assessments (if appropriate)
   d. Department Specific Categories

(3)   An example is shown to the right for the formative assessments using a Percentage score type.
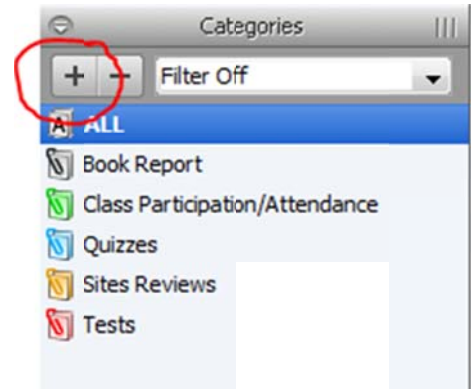
Grade Setup (1x Per Year/Class)

(1) Select the "Grade Setup" Icon

(2) Double Click on Y1

(3) Select "Term Weights"

(4) Setup exactly a shown to the right

(5) Save

Calculate Y1 final grade using: **copy**

Number of low scores to discard: 0

○ Total points

◉ Term weights

○ Category weights

Name	Weight	Percent	Drop Low
▼ 📙 S1			
▶ 📙 Q1	50	25.0%	n/a
▶ 📙 Q2	50	25.0%	n/a
▼ 📙 S2			
▶ 📙 Q3	50	25.0%	n/a
▶ 📙 Q4	50	25.0%	n/a

Category Setup (1x Per Year)

1. Double Click on Q1
2. Select "Category Weights"
3. Click on the "+" button at the bottom of the grid to add categories
4. Enter the appropriate weight for each category.
5. Click Save.
6. Go to Tools→Copy Final Grade Setup
7. Select "Q1 Only"
8. Check the boxes for I1, Q2, I2, Q3, I3, Q4, and I4
9. Click Next
10. Click Finish
11. Go to Tools→Copy Final Grade Setup
12. Select "Entire Class…"
13. Check the boxes for the other classes that will have the same exact setup.

Creating Assignments

1. Click on the "Assignments" icon.
2. Click on the "+" sign at the bottom of the screen to add an assignment.
3. ***Make sure that the "Due Date" falls inside the current marking period.***
4. If you don't want the assignment to show in the portal, click on the "Publish" tab and uncheck the "Publish Scores" box.
5. Assignments can be setup for future dates. You can select to have the assignment published when you want.

OPTIONS FOR ENTERING GRADES

USING THE KEYBOARD

Enter a valid grade using the numeric keypad and use the enter key to move to the next student.

Alternately you can use the arrow buttons on the keyboard to move.

QUICKLY ENTERING THE SAME GRADE FOR ALL STUDENTS

Right-click on the assignment name and select "Fill Scores".

Select the grade to replace and then click "OK"