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Introduction

PowerTeacher gradebook is a fully web-based gradebook. Availability on mobile devices makes recording student scores and making observations portable. Teachers create assignments and connect standards to record and direct student growth and performance. PowerTeacher can be utilized offline and teachers will not lose data they enter into gradebook if Internet connection is lost. Teachers have the ability to create functional groups for intervention or project teams, copy assignments to multiple classes, and run reports to provide information about a class or individual student. PowerTeacher gives teachers a holistic view of student progress with functionality and ease of use.

Assumptions

This document assumes that your assigned LEA or PowerSchool (PS) Administrator has:

- Completed the administrative setups such as Years & Terms, Grading Scales, Schedules, Student Enrollment to classes, etc, in PowerSchool prior to you accessing GradeBook.
- Uploaded the predetermined and approved Standards into PowerSchool, in order for it to be used in GradeBook.

The content in this document may be utilized only after the Administrative setups in PowerSchool are complete.

How to use this User Guide

The content detailed in this User Guide is specific to Teachers utilizing their school/districts’ predetermined and approved Standards-Based Report Card (SBRC) processes in PowerTeacher GradeBook.

Some sections of this document will provide a brief summary of the process along with associated step-by-step instructions on completing the task, while other sections may contain a link to NC Department of Public Instruction (NC DPI) and/or standard Pearson (vendor) documentation containing further instructions.

Additional training and help resources for Teachers that are not covered in this User Guide are listed under the Training Resources section on page 42.
About Standards-Based Grades

In PowerTeacher Gradebook, teachers select the appropriate standards to be assessed on each assignment. When they enter student scores for the standards on that assignment, PowerTeacher Gradebook automatically calculates a standards final grade. The calculation method is configurable, and there are a variety of grading options available, derived from best practices in standards-based grading. At any point, the teacher can also manually override the calculated standards final grade when appropriate. PowerTeacher sends those standards final grades back to PowerSchool, and puts them in the standards grades table.

PowerTeacher Gradebook provides an easy way for a teacher to keep track of each student’s progress on standards and other measures. For each assignment in PowerTeacher Gradebook, teachers can associate an unlimited number of course standards. These standards are assigned to the course by the district. Having these standards in PowerTeacher helps the teacher align classroom assignments to standards. From the various standards scores on assignments, PowerTeacher Gradebook automatically calculates final standards grades based on grading configurations. PowerTeacher Gradebook, in turn, passes the final standards grade on each standard on each reporting term to the SIS.

Standards-Based Grading

Grades are an essential way to communicate student achievement. Student evaluations should reflect student progress as well as student achievement. Grades should be given in reference to a student’s achievement of the learning objectives defined for the class, and should not be limited by the performance of other students in the class. Utilizing Standards-Based grading in the classroom encourages student reflection and responsibility by allowing students multiple opportunities to demonstrate mastery of material instead of a single summative grade. Standards-Based grading does not penalize student who need more time to learn material and therefore grades reflect what students really know and understand.

Standards Grades Entered by Teachers

In PowerTeacher Gradebook, teachers select the appropriate standards to be assessed on each assignment. When they enter student scores for the standards on that assignment, PowerTeacher Gradebook automatically calculates a standards final grade. The calculation method can be configured, and there are a variety of grading options available, derived from best practices in standards-based grading. At any point, the teacher can manually override the calculated standards final grade when appropriate. However, they must be careful to adhere to local grading policies when making these decisions, PowerTeacher sends the standards final grades back to the SIS, and places them in the standards grades table. PowerTeacher Gradebook places the standards final grades in the proper location for use in the SIS with report cards and other items.
Access PowerTeacher GradeBook

To access PowerTeacher:

1. Type your assigned PowerTeacher URL in a browser, for e.g.:
   https://[server IP].powerschool.com/teachers/pw.html

2. Enter your assigned Username and Password in the appropriate fields and click the Sign In button.

Note: First time users to GradeBook must first install GradeBook in order to utilize GradeBook functionality.

Note: The installation instructions below refer to GradeBook functionality associated with PowerTeacher 2.8. Refer to Pearson Standard documentation installation guides for newer versions for PowerTeacher.

3. Click the GradeBook link from the left navigation bar.

Under the Install tab, follow steps 1-5 to install GradeBook functionality.
Access the downloaded file and click the **Run** button.

![Image of the Run button](image)

Use the **Browse** button to save the GradeBook Launcher to the folder location assigned by your PowerSchool (PS) Administrator.

![Image of the Browse button](image)

Click the **Finish** button.

![Image of the Finish button](image)
Press the **Launch** button from the main menu.

Select **Save File** radio button and click **OK** button to launch **PowerTeacher GradeBook**.

The **PowerTeacher GradeBook** window is displayed. Refer to the [Windows Panes and Sections in GradeBook](#) section (page 38 Appendix section) for a brief introduction to the various panes and windows that make up the **PowerTeacher GradeBook** window.
Set Standards Preferences

In order to work with standards in PowerTeacher Gradebook, set the PowerTeacher Gradebook preferences to display standards, enable Standards-Based grading, and grades settings that appear in the Final Grade mode on the Scoresheet window.

Note: The PowerSchool Administrator may set standards-based grading to be used in the GradeBook by default. If your Administrator does not enable this and you have the appropriate security permissions, use the instructions below to set Standard Preferences.

To Set Standards Preferences:

**Navigation:**
PowerTeacher Gradebook > **Tools** > **Preferences** > **Standards** tab

Refer to the [Default Standard Final Grade](#) (page 35 Appendix section) for settings to match your school/district’s determination for preferences to support Standards-Based Grading.

1. Select appropriate standards in the **Select Standards** window and click **Save**.
2. Click **OK** to save the **Standards Preferences** settings.
 Associate Standards to an Assignment

Associate standards to an assignment to allow the entry of Standards-Based scores on that assignment.

Note: You must have the appropriate standards preferences enabled in order to associate standards to an assignment. For more information, see Set Standards Preferences, page 8.

Create a new Assignment

To create a new Assignment:

1. Select a class from the Classes Pane.
2. Click the Assignments tab.
3. Click + at the Assignment Detail window to add a new assignment under the Assignment tab.
4. Enter the assignment details and click the Save button.
Associate Standards to an Assignment

To associate Standards to an Assignment:

**Navigation:** Classes > Assignment tab > select assignment > Standards tab

1. Select a class from the Classes Pane.
2. Click the Assignments tab.
3. Select an assignment.
4. Select the Standards tab. At the Standards Detail window, select the standard(s) to associate to this assignment. For more information on the available standards, see View Standards Details, page 12.
5. Check the Assignment Score to Calculate Standards Scores checkbox.

**Note:** This option is presented to the teacher if this selection is checked under Standards preference.

6. Click Save.

**Note:** The District will need to enable the option for Teachers to add comments to each standard.
Disassociate Standards from an Assignment

Upon reviewing assignments and their associated standards, you may find the need to disassociate standards from an assignment. To disassociate Standards to an Assignment:

**Navigation:** Classes > Assignment tab > select assignment > Standards tab

1. Select a class from the Classes Pane.
2. Click the Assignments tab.
3. Select an assignment.
4. Select the Standards tab. At the Assignment Detail window, select the standard(s) to disassociate to this assignment. For more information on the available standards, see View Standards Details, page 12.

The Remove Standard confirmation box is displayed.

5. Click Yes to confirm the disassociation of the standard from an assignment.
6. Click Save.
View Standards Details Dialog

View detailed information on each standard you want to associate to an assignment, such as description, the grade scale, cut off and value. For complete details on adding an assignment, refer to the Create a new Assignment section on page 9.

**Note:** You must have the appropriate standards preferences enabled in order to associate standards to an assignment. For more information, see Set Standards Preferences, page 8.

To View Standards Details Dialog:

**Navigation:** Classes > Assignment tab > select assignment > Standards tab

1. Select a class from the Classes Pane.
2. Click the Assignments tab.
3. Select an assignment.
4. Select the Standards tab. To view details about a particular standard, double-click the Standards ID or Name, or click the arrow to the right of the standard name. The Standard Details dialog appears.
5. Click OK to close the dialog.
Default Points

Teachers may set the default Points Possible for each category in their gradebook. To edit a Category:

**Navigation:** Categories pane > Select Category > Edit Points Possible

1. Select and enter values in the appropriate fields.
2. Click **OK** to save.

If districts choose a 1-3 grading scale, where 3 is defined as consistently meets standards, 2 as inconsistently meets standards, and 1 as does not meet standards; teacher gradebooks should reflect this system. Under each category, teachers should denote **Points Possible** using their district scale. Once this is complete for each category, this will be the new default used when grading, so teachers do not have to manually change this every time. If this is not set up, teachers have the ability to change **Points Possible** when creating and modifying assignments.
When creating an assignment, teachers have the choice to include the assignment grade as part of a student’s overall final grade. Unchecking the Include in Final Grade checkbox will not calculate assigned grades in the student’s final grade. This setting is checked by default. Only grades assigned to a standard will be calculated as part of a student’s final standard grade. Students will not have an overall final grade, only grades for the standards. Assignments are greyed out and no final grade is presented. Standards grades are shown in black.

Refer to the Parent Portal view section on page 34 to view the Standards via the Parent’s screens.
Standards Scores for an Assignment

Work with Standards Scores
Each mode on the Scoresheet provides a special view of standards data. Each view is optimized for quick entry and focused on the following specific tasks:

- Assignments mode: Enter in standards scores for specific assignments
- Final Grades Mode: Review and change overall standards final grades
- Student view mode: Review, enter, and edit both assignment specific standard scores and overall standards final grades for a given student.

View Standards Associated to an Assignment
You can view and work with multiple assignments and their associated standards on the Scoresheet Assignments window. The standards drawer allows you to expand and contract the associated standards columns.

When all standards associated to an assignment have scores entered, the “S” icon color changes to green to provide a visual indicator that the all standards have scores provided. This allows the teacher to see that there are no missing scores, without having to open the standards drawer to review each associated standard column.

To View Standards Using the Standards Drawer:

**Navigation:** Classes > Scoresheet tab > Assignments mode
Standards Scores for an Assignment

Assignment columns with associated standards display a gray “S” icon with an arrow

1. Select a class from the Classes Pane.
2. Click the Scoresheet tab.
3. Click the Assignments mode.
4. Click the “S” icon to expand or collapse the associated standards.

View Standards Details Window
You can view standards details on the Scoresheet window in any mode. To View Standards Details Window:

**Navigation:** Classes > Scoresheet tab > Assignments mode

1. Select a class from the Classes Pane.
2. Click the Scoresheet tab.
3. Click the Assignments mode.
4. Click the appropriate assignment to expand the Standards associated with this assignment. The Standards Details window is displayed.

**Note:** Alternately, you can right-click on the Standards column header and select Show Details on the Standards Assignments Shortcut Menu.
5. Click the Related Standards tab to view all associated standards.
   
a. Click on the arrow next to a standard name to view the Standards Details dialog, which displays the grade scale associated to the standard.
Enter/Edit Standards Scores and Attributes for an Assignment

When standards are associated to an assignment, you can then enter scores and attributes for each standard.

**Note:** You must have the appropriate standards preferences enabled in order to associate standards to an assignment. For more information, see Set Standards Preferences, page 8.

1. Do one of the following:
   - **Standards Score Inspector:** Use a quick entry option to enter the applicable attribute in the score field, such as Collected, Late, Exempt or Missing. For more information, see Quick Entry Tips.
   - **Fill Scores:** If entering grades, either enter the grade in the field, or right-click on the score field and select the grade from the Grades submenu.
   - **Quick Fill Scores:** Use the Fill Scores or Quick Fill commands to enter standard scores for all students listed on the Scoresheet.

**Note:** This same method can be used to edit standards scores on the Scoresheet Assignment window.

**Standards Score Inspector**

Use the Standards Score Inspector to enter scores for each standard associated to an assignment.

**Note:** You must have the appropriate standards preferences enabled in order to associate standards to an assignment. For more information, see Set Standards Preferences, page 8.

To enter Standards Scores and Attributes for an Assignment with the Standards Score Inspector:

**Navigation:** Classes > Select the assignment > Tools > Score Inspector
1. Select a class from the Classes Pane.
2. Select an assignment.
3. From the toolbar, select Tools.
4. Click Score Inspector.
5. At the Assignment Score window, complete the following:
   a. Enter score for the standards assignment.
   b. Enter comments as needed.

Note: Use the navigation buttons (arrows) to navigate to the next standard column, assignment, or student on the Standards Score Inspector.

6. Click Close. The attribute and/or score appear on the Scoresheet window.
**Fill Scores**

Use the Fill Scores command to quickly and easily enter the same score for all students or for a single standard. You can select Fill Scores from the gradebook menu bar. Alternately, you can right-mouse click if you are using a two-button mouse. To Fill Assignment Standards Scores:

**Navigation:**  Classes > Scoresheet tab > Assignments mode

1. Select a class from the Classes Pane.
2. Select an assignment.
3. From the toolbar, select Tools.
4. Click Fill Scores.
5. At the Fill Assignment Scores window, indicate whether to only fill empty scores or replace all scores by selecting one of the following options:
   - Items with No Score
   - Replace All
6. Select assignment attributes or enter a score value.
7. Click OK. The values you selected appear on the Scoresheet.
8. Click Save.
Quick Fill

Quick Fill allows you to assign only the points possible or grade scale associated with the assignment or final grade. To Quick Fill Assignment Standards Scores:

**Navigation:** Classes > Scoresheet tab > Assignments mode

1. Select a class from the Classes Pane.
2. Click the Scoresheet tab.
3. Click the Assignments mode.
4. Right-click on the standard column header for which you want to fill scores and select Quick Fill followed by the available grade scale for the standard. The value you selected appears in all score fields that previously had no value entered on the Scoresheet.
5. Click Save.

**Note:** The Save and Revert buttons appear shaded until information is entered.
Add Assignment Comments

When entering a student’s assignment comment, you can use plain text, HTML, and predefined comments.

**Navigation:** Classes > Scoresheet tab > Assignments mode

1. Select a class from the Classes Pane.
2. Click the Scoresheet tab.
3. Click the Assignments mode.
4. Select the appropriate Student and Assignment.
5. Right-click and select Show Score Inspector from the shortcut menu.
6. At the Comment tab under the Assignment Score window, enter your comment.
7. Click Close.
8. Click Save.
Clear Assignment Standards Scores

Use the Clear Scores command to remove all previously entered assignment scores and attributes. To Clear Assignment Standards Scores:

**Navigation:**  Classes > Scoresheet tab > Assignments mode

1. Select a class from the Classes Pane.
2. Click the Scoresheet tab.
3. Click the Assignments mode.
4. Right-click on the standard column header for which you want to fill scores and select Clear Scores from the shortcut menu.
5. Click OK to proceed at the confirmation message.

The previously entered scores and attributes are removed from the selected column.
Copy and Paste Assignment Standards Scores

You can copy scores entered in one standard to any other standard on the Scoresheet. To Copy and Paste Assignment Standards Scores:

1. Click the Scoresheet tab.
2. Click the Assignments mode.
3. Right-click on the standard column header for which you want to copy scores and select Copy Scores from the shortcut menu.
4. Right-click on the assignment or standard column header for which you want to paste scores and select Paste Scores from the shortcut menu.
5. Click OK to proceed at the confirmation message.
6. Click Save.

Note: You can only paste valid scores in an assignment or standard column. For example, you cannot paste letter grades into a column that is assigned a numeric grade scale.

The copied scores and attributes appear in the column you selected and the fields are shaded until you save the changes.
Analyze Standards Scores and Determine Final Grade

Use the Scoresheet Student View window to review and analyze the standards scores for all assignments for the selected term. Use summary information and previous report term grades to further analyze the final grades for a single student or multiple students in a group.

Review Previously Entered Standards Scores

Once you have entered assignment scores, you can review and analyze all standards scores and determine the final grade on the Scoresheet Student window.

This window allows you to:

- View all the standards scores for an individual student,
- Review the summary values for a selected student group,
- View scores and grades filtered by some or all reporting terms.

The Scoresheet Student window displays all standards associated to assignments for the selected class and reporting term. Score fields that display diagonal gray lines denote that the standard is not associated to the assignment and therefore no score can be entered. You can change any existing standards score on the Scoresheet Student window. For more information, see Enter/Edit Standards Scores and Attributes for an Assignment, page 18.
Final Grade

To review previously entered standards scores:

**Navigation:** Classes > Scoresheet tab > Student View mode > Reporting Term drop down menu

The Scoresheet Student window refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term.

1. Select a class from the Classes Pane.
2. Select Scoresheet tab.
3. Select Student View mode.
4. Select Reporting Term drop down menu.

To filter the assignment view by category, select the applicable category from the Categories pane. To view the Assignment Detail window, click the arrow next to the assignment name. To view the Standards Detail window, click the arrow on the standards column header.
Final Grade

**Review Previous Reporting Term Final Grades**

While reviewing the standards scores for assignments on the Scoresheet Student window, you can also:

- Review the final grades from previous terms for a single student, or
- View the average final grade averages across multiple students for the previous terms.

To View Previous Reporting Terms Final Grades

| Navigation: Classes > Scoresheet tab > Student View mode > Reporting Term drop down menu > Student Groups pane |

1. Select a class from the Classes Pane.
2. Select Scoresheet tab.
3. Select Student View mode.
4. Select Reporting Term drop down menu.
5. Select student from the Student Groups pane.

**Note:** To view the average final grades across multiple students, select the group on the Classes pane. The average final grade for the students in the selected group appears in the shaded area.

**Note:** To remove the previous report term display, deselect the Terms button.
Review or Add Standards Final Grade Comments

When entering a standards final grade comment, you can use plain text, HTML, and predefined comments. To Add a Standards Final Grade Comments:

1. At the Standards Comment Inspector dialog appears, manually enter final grade comments in the Comment field. The character counter at the bottom of the dialog lets you know how many characters are contained in your comment.

Note: To view different sets of pre-defined comments, select from the Show Comments drop down menu. The set of comments you select displays in the Comment Bank.

2. Use the Previous and Next arrows to navigate to the next comment column, or navigate to a different student record, if applicable.

3. Select the appropriate grey [Term in progress] button, for e.g.: Q1 In Progress.
4. At the [Term] Final Completion Status window, select the Final Grades Complete checkbox and click OK.

5. Click Save.

A blue circular “C” appears within the selected standard field.
Standards Grades Reports

PowerTeacher Gradebook provides templates for various Students specific and Class standards grades reports:

To Run the Standards Report:

1. Select a class from the **Classes** Pane.
2. Click the **Reports** tab.
3. Select the report.
4. Use the **Criteria** and **Layout** tabs to configure the report.
5. Click **Run Report**.
6. At the Report Complete window, complete one of the following:
   - Open the report:
     i. Select the Open Report option.
     ii. Click OK. The report results display based on the parameters you selected.
   - To save the report to a file:
     i. Select the Save Report Option.
     ii. Click OK.
     iii. At the Save Report window, enter a file name of the report in the Save As field. By default, this field populates with Standards report.
     iv. Choose the location where you want to save the report from the Where pop-up menu.

   Note: Desktop appears as the default setting. If you select a different location, that location then becomes the new default setting.
   v. Click Save.
   vi. At the Scoresheet Report Complete window, click OK.
   vii. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

Report Samples

Class Spreadsheet Report

Run the Class Spreadsheet report to generate a spreadsheet-style summary of student standards final grades. You can use this report to view final grades for all reporting terms and assignments that are within a specific date range, for all students. Refer to the PS_QRD_Printing Attendance Grids on http://www.nc-sis.org/attendance.html for instructions on printing Attendance reports.
By Student – Standards Report

This report enables Teachers to review standards taught and graded for individual students. This provides an overall picture of where students are in relation to the standards as well as gaps that need to be addressed during instruction. Teachers are able to create this report for a whole class, group of students, or individual students for multiple reporting periods.
Publishing Assignments to show up in the Parent Portal

PowerSchool allows parents to view scores for assignments already turned in.

To Publish Assignments from your Gradebook

1. Select a class from the Classes Pane.
2. Click the Scoresheet tab, then click Assignments mode. The Scoresheet Assignments window appears.
3. Double click on the assignment to show information pane.

Note: You can also right click on an assignment and choose Show Details.
4. Click the Publish tab.
   a. Select the assignment publish date from the Publish Assignment drop-down menu.
   b. Check the Publish Scores box.
5. Click Save.

Refer to the Parent Portal view section on page 34 to view the Standards via the Parent’s screens.
Parent Portal view

When the parent logs into the Parent Portal of PowerSchool, they will see Standards grades if the Standards are enabled by the LEA. Contact your PowerSchool Administration to confirm that the screen is enabled and set to display the correct terms.

The Quick Lookup screen shows the Quick Look and Standards Grades tab.
Appendix

Default Standard Final Grade

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Standards and Other Measures in Final Grade Mode</td>
<td>Select to display standards and other measures in the gradebook in Final Grade mode on the Scoresheet.</td>
</tr>
<tr>
<td>Enable Standards-Based Grading with Assignments</td>
<td>Select to enable Standards-Based grading for assignments on the Scoresheet.</td>
</tr>
</tbody>
</table>
### Standards-Based Grading

<table>
<thead>
<tr>
<th>Default Standard Final Grade*</th>
<th>Use the pop-up menu to select the default calculation method for the standard final grade:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- <strong>Mean (Average)</strong>: An average of all the student's assignment scores for the standard.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Weighted Mean</strong>: An average of the student's assignment standards score based on the average of the total weighted points.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Median</strong>: The middle value across all of the student's assignment scores.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Mode</strong>: The most frequently occurring assignment score for the student on that standard.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Highest</strong>: The highest assignment score for the student on that standard.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Most Recent</strong>: A calculation based on the most recent assignment scores.</td>
</tr>
<tr>
<td></td>
<td>- <strong>None</strong>: Does not pre-populate the student's final standards grade with a value.</td>
</tr>
</tbody>
</table>

*Note: If this option is selected, be sure to set up the Most Recent Score Calculation. If this has been locked down by the district (PowerTeacher Administrator), then teachers will not be able to edit this.*

<table>
<thead>
<tr>
<th>Most Recent Score Calculation</th>
<th>Click <strong>Edit</strong> to change the calculation formula for the most recent assignment scores. Note: If the district has locked this down through PowerTeacher Administrator, teachers will not be able to edit this.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Automatically calculate higher level standards grades from lowest level standards grades</th>
<th>Select to enable the automatic calculation of lower level standards into the higher level standards grades.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For example, if you are teaching the 1st Grade Science Level Standard NCES.1.E.1 -- Recognize the features and patterns of the earth/moon/sun system as observed from Earth. You may have scores for each of the lower level standards (NCES.1.E.1.1 – Recognize difference in the features of the day and night sky and apparent movement of objects across the sky as observed from Earth and NCES.1.E.1.2 – Recognize patterns of observable changes in the Moon's appearance from day to day), but their scores will be averaged to arrive at the grade for NCES.1.E.1 which may be the only thing you want the parent to see.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Default higher level standards final grade</th>
<th>Select an option from the pop-up menu to set the default calculation method for the higher level standards grade:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- <strong>Mean (Average)</strong>: An average of the lower level standards grades.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Median</strong>: The middle value of the of the lower level standards grades.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Mode</strong>: The most frequently occurring grade of the lower level standards grades.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Highest</strong>: The highest grade of the lower level standards grades.</td>
</tr>
</tbody>
</table>

**Note:** If the district has locked this down through PowerTeacher Administrator, teachers will not be able to edit this.
### Standards-Based Grading

| **Calculate these higher level standards** | Choose **All** from the pop-up menu to use the selected calculation method for all standards final grades. Choose **Selected Standards** from the pop-up menu and then the Select Standards button becomes active. |
| **Select Standards** | Select a specific higher level standard to calculate directly from the lower level standards grades. Click **Save** when finished.  
**Note:** this button is only active when Selected Standards is chosen from the Calculate these higher level standards pop-up menu. |
| **Still allow higher level standards to have scores on assignments.** | Select the checkbox to allow higher level standards to have scores on assignments. These scores are only for information purposes and are not used to calculate the final grades. |
| **Allow assignment scores to auto-calculate the assignment standards scores** | Select the checkbox to push assignment scores to the standards assignment scores. When enabled, a checkbox appears on the **Assignments Detail** window.  
**Note:** If this option is enabled, change the **Score Type** field to 'Percentage' for the appropriate Categories in order to allow Teacher to uses percentages. Refer to **Default Points** section on page 13.  
**Note:** This option is presented to the teacher if this selection is checked under Standards preference. |
| **Default for new Assignments** | Choose an option for the default setting for new assignments. When selected, the **Use Assignment Score to Calculate Standards Score** checkbox appears on either the Standards tab of the Assignments Detail window, or the Categories Dialog.  
- Choose **Start checked for auto-calculation** to have the auto-calculation checkbox selected by default when creating new assignments.  
- Choose **Start unchecked for auto-calculation** to have the auto-calculation checkbox deselected by default when creating new assignments.  
- Choose **Set by Category** to have the auto-calculation checkbox available on the Categories Dialog, enabling you to set the auto-calculation by assignment category.  
**Note:** If the district has locked this down through PowerTeacher Administrator, teachers will not be able to edit this. |

**Note:** When selecting the calculation method to apply to the automatic calculation of the higher level standards, be aware that the calculation is derived from the **lower level standards grades**, not the assignments standards grades.

Based on the calculation method selected, the higher level standards grade is calculated ONLY from the lower level standards directly associated to it. When this feature is enabled, the higher level Math standard is calculated from the average of the lower level standards.

For e.g.: When the Mean (Average) calculation method selected, the Math standard is calculated as \((4+2+3) / 3 = 3\).
Windows Panes and Sections in GradeBook

**Classes**

![Image of Classes pane]

**Student Groups**

![Image of Student Groups pane]

**Categories**

![Image of Categories pane]
Course related tabs

Assignment Summary and Details window

Assignment Detail window
**Individual Student Selection**

If **one** student is selected, the values reflect that student’s scores.

**Group Student Selection**

The Summary values are updated based on the student selection. If some students or the entire class is selected, the values reflect the values based on the selection.
Appendix

Publish Window

Standards Detail window
Training Resources
Listed in this section are a few resources for Teachers to gain additional GradeBook knowledge.

- Help tool within GradeBook

- Courses offered by Pearson: https://powersource.pearsonschoolsystems.com/login.action

- Pearson product features: http://pearsonschoolsystems.com/products/powerteacher/