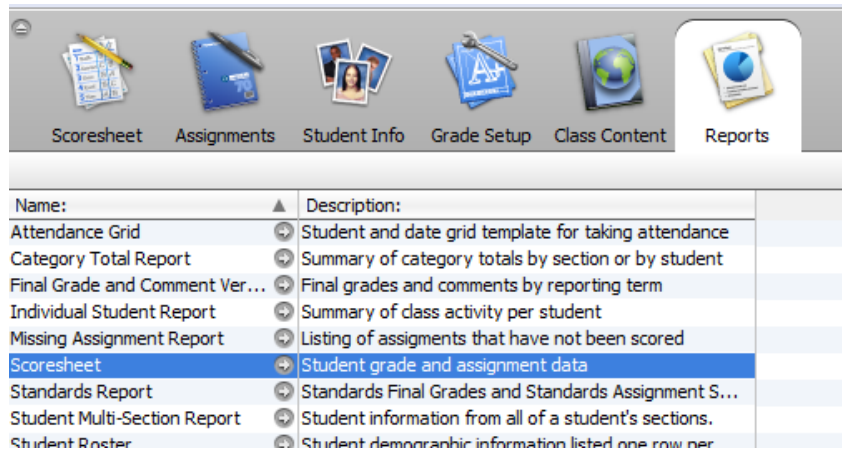


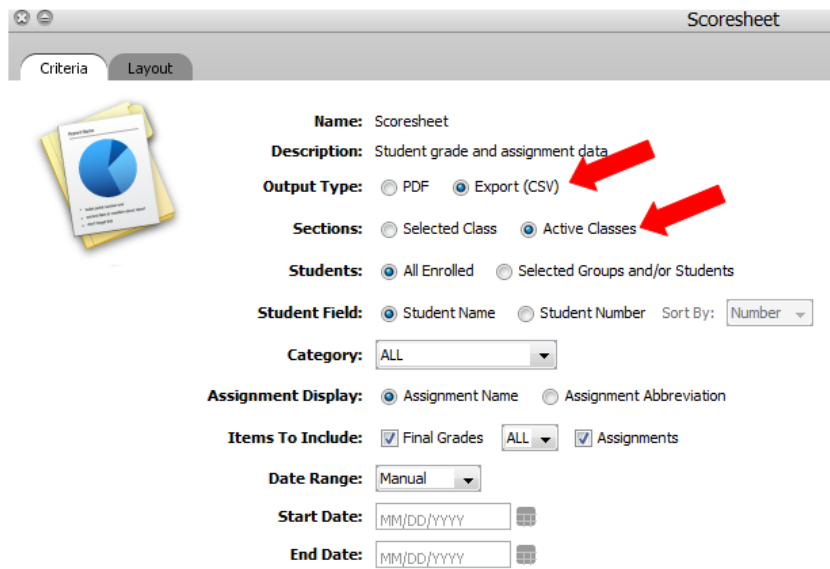
# PowerTeacher Gradebook

## DOWNLOAD A FILE FOR BACKUP OR ANALYSIS

- On "Reports" tab, click on "Scoresheet"



- Choose your criteria: PDF or Export (into Excel) & selected class or all classes

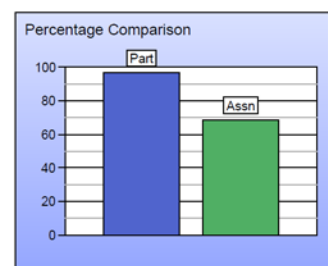
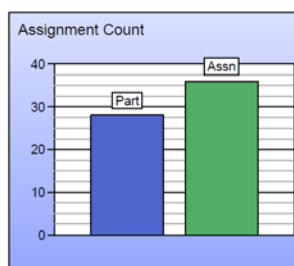


- Click "Run Report" then "OK" to open the report. The report will open in Excel. It can be saved or printed.

## CATEGORY TOTAL REPORT

- On "Reports" tab, click on "Category Total Report"
- Choose Totals by Section & PDF; you may do all active classes.
- Click "Run Report" then "OK" to open the report. The report will open as a PDF. It can be saved or printed.

Category Total Report					PM(A) Computer Networking 2	
Reporting Term: S1			Teacher Name: Hall, Beth			
Category	# of Scores	Points Earned	Points Possible	Percentage	Grade	
Participation	28	608	630	96.5%	A	
Assignments	36	393	575	68.3%	D+	
<b>Term Totals:</b>	<b>64</b>	<b>1001</b>	<b>1205</b>	<b>82%</b>	<b>B</b>	



**FINAL GRADE & COMMENT VERIFICATION**

- Create a PDF or a CVS that can be opened in Excel to use. **You MUST use a reporting term!**

Final Grade and Comment Verification

Layout

**Name:** Final Grade and Comment Verification

**Description:** Final grades and comments by reporting term

**Output Type:**  PDF  HTML  Export (CSV)

**Sections:**  Selected Class  Active Classes

**Students:**  All Enrolled  Selected Groups and/or Students

**Student Field:**  Student Name  Student Number Sort By: Number

**Include:**  Course Grade  Additional Grades

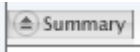
Points  Grade  Percent  Comment  Use Comment Code

**Reporting Term:** S1

*This setup will report will result in:*

	A	B	C	D	E	F
1	Final Grad AM(A) Computer Networking 1					
2	Reporting Teacher Name: Beth Hall					
3	Student N Pts. E Fin: Comment					
4	Student 1				B-	82%
5	Student 2				B	86%
6	Student 3				A	95%
7	Student 4				D+	68%
8	Student 5				A	95%
9	Student 6				C	75%

**FIND MEAN, MEDIAN & MODE** (average, middle & most often)

- At bottom of the grade book's **Scoresheet** tab's page, click on button  to view:

mean	B	84%	9.1	5	22.8	23.3	21.
median	B	83%	5	5	25	24	21.
mode			5	5	25	25	25

**TO ADD COMMENTS:**

- On **Scoresheet** tab: Right click on a student's **Final Grade**, then choose **Show Score Inspector** (You may need to click on the Comment tab)
- Click on comment or type in your own, then click on **Insert Selected**

Reporting Term: S1

Score Comment

Show Comments: District Comment Bank Find:

Code	Comment	Category	Type	Favorites
01	N/A		Dist.	★
02	Parents Requested To Confer With Teacher		Dist.	★
03	A Pleasure To Have In Class		Dist.	★
04	Performing To Capabilities		Dist.	★

Separate Using Line Breaks

Comment (Edit Comment Preferences to add Smart Text):