

Standards Use Guide

PowerSchool 7.x
Student Information System

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This edition applies to Release 7.0 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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Introduction

PowerSchool provides an easy way for a district, school or teacher to keep track of each student's progress on standards and other measures. Teachers can continue to use traditional grading procedures on assignments—evaluating by percentage, points and/or letter grades such as A, B, and C—while addressing district- or state-mandated standards grades on the appropriate standards alpha or numeric gradescale (called Conversion Scales in PowerSchool). PowerSchool can also align sets of district, state, and national standards to each other.

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. PowerTeacher gradebook, in turn, passes the final standards grade on each standard on each reporting term to PowerSchool. PowerSchool can then report on the standards grades student-by-student or by group. If the same standard is assessed for a student by more than one teacher, PowerSchool can also report on the average grade or highest grade that the student received on the standard.

This document focuses on using Standards with PowerTeacher gradebook. If you are continuing to use PowerGrade or the PowerTeacher Portal for Standards, please refer to that section at the end of the document.

Note: This document is a compilation of procedures and concepts related to standards found in the users guides and online help for PowerTeacher gradebook, PowerTeacher Portal, PowerTeacher Administrator, and PowerSchool System Administrator.

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 an assignment, PowerTeacher gradebook automatically calculates a standards final grade. The calculation method is configurable, and there are 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. There is NO need for a district using PowerTeacher Gradebook to store standards grades. PowerTeacher Gradebook puts the standards final grades in the proper location for use in PowerSchool with report cards and other items.

Storing Standards Grades

Do **NOT** Store Standards Grades for teachers using PowerTeacher gradebook. This will potentially clear standards grades in PowerSchool that are entered through PowerTeacher gradebook, which would require all of the teachers to resend their data back to PowerSchool.

Final Grade Entry Options

Teachers using PowerTeacher gradebook should **NOT** use the PowerTeacher Portal to enter final grades. For teachers who only do final standards grade entry, they will find that PowerTeacher Gradebook has been designed to be much faster and fix all of the issues with the old portal final grade entry method. Some teachers have reported that doing final grade entry in the old portal used to take 5-6 hours, while it was under 1 hour with PowerTeacher Gradebook. No information entered in the old portal will appear in PowerTeacher Gradebook. Eventually this old portal method of entry will be removed. It is strongly advised that all teachers move to PowerTeacher Gradebook for standards grades entry. You do not need to do any setup in the Final Grade Entry Options within the School Setup section of PowerSchool. This was only for the old portal area, and does not apply to PowerTeacher Gradebook.

Working with Standards Grades in PowerTeacher Gradebook

When setting up standards in PowerSchool, it is important to know how the standards grades are entered and calculated in PowerTeacher gradebook. This information will be important in fully understanding how to setup standards and conversion scales in PowerSchool. It is also helpful in understanding how the various standards calculation methods are used, so default calculation settings can be set appropriately in PowerTeacher Administrator. Review this section on PowerTeacher Gradebook usage before setting up standards in PowerSchool and PowerTeacher Administrator.

Some topic references in this section refer to the *PowerTeacher Gradebook User Guide*, available on **PowerSource**. You can also view these topic references in the *PowerTeacher Gradebook Online Help*.

About Standards Based Grades

PowerTeacher gradebook provides an easy way for a teacher to keep track of each student's progress on standards and other measures. Teachers can continue to use traditional grading procedures on assignments—evaluating by percentage, points and/or letter grades such as A, B, and C—while addressing district- or state-mandated standards grades on the appropriate standards alpha or numeric gradescale.

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. PowerTeacher gradebook, in turn, passes the final standards grade on each standard on each reporting term to the SIS. The SIS can then report on the standards grades student-by-student or by group. If the same standard is assessed for a student by more than one teacher, the SIS can also report on the average grade or highest grade that the student received on the standard.

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 an 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. PowerTeacher sends the standards final grades back to the SIS, and places them in the standards grades table. There is NO need for a district using PowerTeacher gradebook to store standards grades. PowerTeacher gradebook places the standards final grades in the proper location for use in the SIS with report cards and other items.

Standards Preferences

Set Standards Preferences

In order to work with standards in PowerTeacher gradebook, set the PowerTeacher gradebook preferences to display standards and enable standards based grading.

Use the Standards tab on the Preferences dialog to customize what standards and additional grades appear in the Final Grade mode on the Scoresheet window.

The administrator may set standards-based grading to be used in the gradebook by default. If this is not enabled by the administrator, you can enable it on the **Preferences** dialog.

You can also set grading calculations on this dialog. For more information, see *Standard Score Calculations*. For more information on auto-calculating higher level standards, see [Auto-Calculate Higher Level Standards Grades](#).

How to Set Standards Preferences

1. From the gradebook menu bar, choose **PowerTeacher Gradebook > Preferences**. The Preferences dialog appears.
2. Click the **Standards** tab, if not already selected. For more information on the fields, see the Preferences dialog field description table in the Appendix.
3. Select the **Display Standards and Other Measures in Final Grade Mode** to enable entry of standards based grades in Final Grade mode on the Scoresheet.
4. Select **Enable Standards Based Grading with Assignments** to enable standards based grading for assignments on the Scoresheet.
5. Select the default grade calculation from the **Default Standard Final Grade** pop-up menu. For detailed information, see the Preferences dialog field description table.
6. To calculate the higher level standards grades from the lowest level standards grades, select the **.Automatically calculate higher level standards grades from lowest level standards grades** checkbox.

Notes:

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 example, with the Mean (Average) calculation method selected, the Math standard is calculated as $(4+2+3) / 3 = 3$.

You can select the specific higher level standards you want to automatically calculate by choosing **Selected Standards** from the pop-up menu. Click the **Select Standards** button to choose which standards to calculate from the lower level standards. For more information, see the Select Standards dialog field description table.

Select the **Allow the higher level standards to be scored on assignments** checkbox to allow you to enter an assignment score on the higher level standards you selected.

7. Select the **Allow assignment scores to auto-calculate the assignment standards scores** checkbox to push assignment scores to the standards assignment scores.
8. Click **OK** to save your changes.

Assignments with Standards

Associate Standards to an Assignment

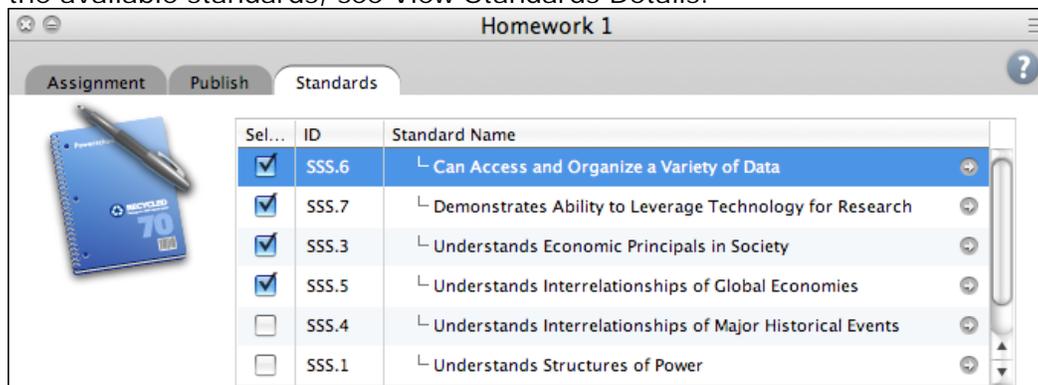
Associate standards to an assignment to allow the entry of standards based scores on that assignment.

For complete details on adding an assignment, see [Add Assignments](#).

Note: You must have the appropriate standards preferences enabled in order to associate standards to an assignment. For more information, see [Set Standards Preferences](#).

How to Associate Standards to an Assignment

1. Select a class from the Classes pane.
2. Click the **Assignments** tab. The Assignment window appears.
3. Double-click on the applicable assignment. The Assignment Detail window appears.
4. Click the **Standards** tab. The available standards appear. For more information on the available standards, see [View Standards Details](#).



5. Select the checkbox next to the standards you want to associate to the assignment.
6. Click **Save**.

Disassociate Standards from an Assignment

Upon reviewing assignments and their associated standards, you may find the need to disassociation standards from an assignment.

How to Disassociate Standards from an Assignment

1. Select a class from the Classes pane.

2. Click the **Assignments** tab. The Assignment window appears.
3. Double-click on the applicable assignment. The Assignment Detail window appears.
4. Click the **Standards** tab. The available standards appear. For more information on the available standards, see View Standards Details.
5. Deselect the checkbox next to the standards you want to disassociate from the assignment.
6. Click **Save**.

View Standards Details Dialog

View detailed information on each standard you want to associate to an assignment, such as the description, the grade scale, cut off and value.

For complete details on adding an assignment, see [Add Assignments](#).

Note: You must have the appropriate standards preferences enabled in order to view standards details. For more information, see Set Standards Preferences.

How to View Standards Details Dialog

1. Select a class from the Classes pane.
2. Click the Assignments tab. The Assignment window appears.
3. Double-click on the applicable assignment. The Assignment Detail window appears.
4. Click the **Standards** tab. The available standards appear.
5. To view details about a particular standard, double-click on the standard name, or click the arrow to the right of the standard name. The Standard Details dialog appears. For more information, see the *Standards Details Dialog* field description table.

Grade	Cut Off	Value
4	90	100
3	70	75
2	50	50
1	0	25

6. Click **OK** to close the dialog.

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.

How to View Standards Using the Standards Drawer

1. Select a class from the [Classes pane](#).
2. Click the **Scoresheet** tab.
3. Click **Assignments** mode. The Scoresheet Assignments window appears.
4. Assignment columns with associated standards display a gray “S” icon with an arrow. Click the icon to display the associated standards:

Assignment 06/01/2005 pts: 10	WRITING 3-5 Standards S... LTR	Communicat... 3-5 Standard... LTR	MATHEMATICS 4 point rubric NUM	Compares an... 4 point rubric NUM	Uses concept... 4 point rubric NUM

5. Click the “S” icon again to collapse the display of standards columns:

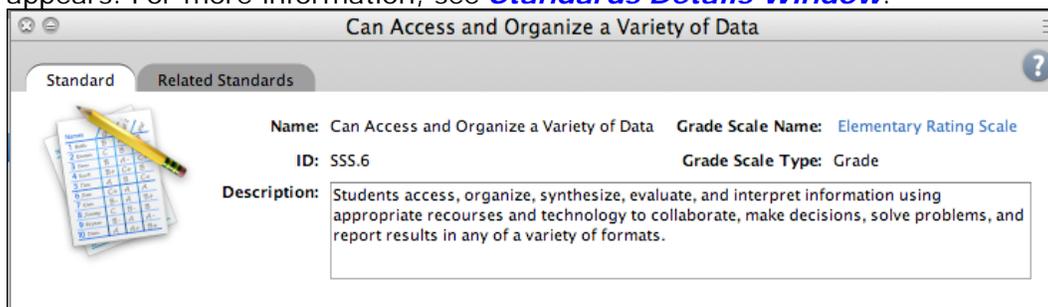
Assignment 06/01/2005 pts: 10	Homework 2 06/01/2005 pts: 10	Quiz 06/01/2005 pts: 10
	2	7
	2	7

View Standards Details Window

You can view standards details on the Scoresheet window in any mode.

How to View Standards Details Window

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab. The Scoresheet window appears.
3. Click **Assignments, Final Grades** or **Student** mode.
4. Click the arrow on the standards column header. The Standards Details window appears. For more information, see [Standards Details Window](#).



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.
6. On the Related Standards tab, click on the arrow next to a standard name to view the Standards Details dialog, which displays the grade scale associated to the standard. For more information, see *How to View the Standards Details Dialog*.

Enter 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 enter standards scores. For more information, see *Set Standards Preferences*.

How to Enter Standards Scores and Attributes for an Assignment

1. Select a class from the **Classes pane**.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
4. Click the **standards draw icon (S)** on the assignment column header to display all standards associated to the assignment. For more information, see *Associate Standards to an Assignment*.

Note: Click the **standards drawer icon (S)** to collapse the associated standards view.

5. Click the assignment score field under the applicable standard column.
6. Do one of the following:
 - 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*.
 - 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.
 - Use the **Fill Scores** or Quick Fill commands to enter standard scores for all students listed on the scoresheet.
9. Click **Save**. The score appears on the Scoresheet window.

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

Enter Standards Scores and Attributes for an Assignment with the 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 enter standards scores. For more information, see *Set Standards Preferences*.

How to Enter Standards Scores and Attributes for an Assignment with the Standards Score Inspector

1. Select a class from the **Classes** pane.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
4. Click the **standards draw icon (S)** on the assignment column header to display all standards associated to the assignment. For more information, see *Associate Standards to an Assignment*.
5. Click the assignment score field under the applicable standard column.
6. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.
 - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
 - If using a two-button mouse, right-click and select **Score Inspector**.

The Standards Score Inspector dialog displays the assignment details. For more information, see Standards Score Inspector Dialog.

7. Select the applicable attribute and score for the standards assignment.

Note: Use the navigation buttons (arrows) to navigate to the next standard column, assignment, or student on the Standards Score Inspector.
8. Click **Close**. The attribute and/or score appears on the Scoresheet window.

Fill Assignment Standards 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.

How to Fill Assignment Standards Scores

1. Select a class from the **Classes pane**.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
4. Click the **standards draw icon (S)** on the assignment column header to display all standards associated to the assignment.
5. Right-click on the standard column header for which you want to fill scores and select **Fill Scores** from the shortcut menu. The Fill Assignment Standard Scores dialog appears.
Note: You can also choose **Tools > Fill Scores** from the gradebook menu bar. For additional entry options, see *Quick Entry Tips*.
6. Indicate whether you want 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 Assignment Standards Scores

Quick Fill allows you to assign only the points possible or grade scale associated with the assignment or final grade.

How to Quick Fill Assignment Standards Scores

1. Select a class from the **Classes pane**.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
4. Click the **standards draw icon (S)** on the assignment column header to display all standards associated to the assignment.

5. Right-click on the standard column header for which you want to fill scores and select **Quick Fill** from the shortcut menu. A pop-up menu displays the available grade scale for the standard.
6. Select a score from the pop-up menu. The value you selected appears in all score fields that previously had no value entered on the scoresheet.
7. Click **Save**.

Clear Assignment Standards Scores

Use the Clear Scores command to remove all previously entered assignment scores and attributes.

How to Clear Assignment Standards Scores

1. Select a class from the **Classes pane**.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
4. Click the **standards draw icon (S)** on the assignment column header to display all standards associated to the assignment.
5. Right-click on the standard column header for which you want to fill scores and select **Clear Scores** from the shortcut menu. A confirmation message appears. Click **OK** to proceed.
6. 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.

How to Copy and Paste Assignment Standards Scores

1. Select a class from the **Classes pane**.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
4. Click the **standards draw icon (S)** on the assignment column header to display all standards associated to the assignment.
5. Right-click on the standard column header for which you want to copy scores and select **Copy Scores** from the shortcut menu.
6. Right-click on the assignment or standard column header for which you want to paste scores and select **Paste Scores** from the shortcut menu. A confirmation message appears. Click **OK** to proceed.

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.

7. The copied scores and attributes appear in the column you selected and the fields are shaded until you save the changes.
8. Click **Save**.

Auto-Calculate Higher Level Standards Grades

You can set the gradebook to auto-calculate the higher level standards grades from the lower level standards grades, allowing you to enter standards grades for each associated standard and allowing the gradebook to populate the higher level standard with the calculated grade, based on the selections made on the Preferences dialog.

Grading Methods

Conversion scales created in PowerSchool are applied in the grading methods listed in the following table. In specialized cases, these methods need special values in order to translate into a different scale.

Grading Method	Description
Values and Cut-offs	<p>This is the main way that alphanumeric scales work. Every letter has a grade value. Those values are added together then the cut-off is used to determine the final grade. For example:</p> <p>A = 100, B= 80</p> <p>Student has A, A, B (value = 100, 100, 80)</p> <p>Average = 92.5%. The cut-off for A is 90, so the final grade is A.</p> <p>There are two scenarios where a numeric scale uses a value and cut-off.</p>
Basic Numbers	<p>This is the main way that numeric scales work. Basic numbers have no special values.</p> <p>For example:</p> <p>4, 4, 3, 3 = 4, 4, 3, 3.</p> <p>Average = 3.5.</p> <p>There are two scenarios where a numeric scale does not use basic numbers. In order to calculate the grade correctly, Translation Values are used.</p>

Standards Scenarios

The conversion scales calculation in PowerTeacher gradebook is dependent on the preferences the teacher has set on the Standards tab of the Preferences dialog in the gradebook.

If no calculation preferences are set:

Standards Scenario	Alphanumeric Scale	Numeric Scale
Using assignment standard scores to calculate the final standards grade	Uses values and cut-offs to calculate the final standards grade. Every letter has a grade value. The grade values are added, then the cut-off is used to determine the final grade.	Uses basic numbers with no special values.

If preference is set to calculate the higher level standards grades from lowest level standards grades:

Standards Scenario	Alphanumeric Scale	Numeric Scale
Rolling up standards final grades to the higher level standards, when all lower level standards have the same scale	Uses values and cut-offs to calculate the final standards grade. Every letter has a grade value. The grade values are added, then the cut-off is used to determine the final grade.	Uses basic numbers with no special values.
Rolling up standards final grades to the higher level standards, when some of lower level standards have different types of conversion scales	Uses values and cut-offs to calculate the final standards grade. Every letter has a grade value. The grade values are added, then the cut-off is used to determine the final grade.	Uses the grade value and cut-off to use the values and cut-offs grading method.

If preference is set to allow assignment scores to auto-calculate the assignment standards scores:

Standards Scenario	Alphanumeric Scale	Numeric Scale
Pushing scores from the assignment to the standards scores in the drawer	Uses values and cut-offs to calculate the final standards grade. Every letter has a grade value. The cut-off is used to determine the assignment standards score.	For numeric scales, this always involves different scales, since it goes from points/percent/letter grade translating to the numeric scale, so translation values are needed.

How to Auto-Calculate Higher Level Standards Grades

1. From the gradebook menu bar, choose **PowerTeacher Gradebook > Preferences**. The Preferences dialog appears.
2. Click the **Standards** tab, if not already selected. For more information on the fields, see the Preferences dialog field description table in the Appendix.
3. Select the **Automatically calculate higher level standards grades from lowest level standards grades** checkbox.
4. From the **Default higher level standards final grade** pop-up menu, select the default calculation method for the higher level standards grades.
5. To enable the auto-calculation for specific standards, choose **Selected Standards** from the Calculate these higher level standards pop-up menu. Choose which standards will be auto-calculated by clicking the **Select Standards** button.
6. To higher level standards to still have assignment scores. Note that assignment scores do not auto-calculate into the higher level standards grades.
7. Click **OK**.
8. Select a class from the Classes pane.
9. Click the **Scoresheet** tab, then select **Final Grades** mode. The Scoresheet Final Grades window appears.
10. Standards final grades that have the auto-calculation enabled display an arrow and gear icon in the header and on the Standards Detail window. On one of these standards, enter the applicable scores in the lower level standards. Note that the higher level standard final grade automatically calculates, based on the calculation mode set on the Preferences dialog, and the conversion scales assigned to the standard.
11. Make any necessary adjustments or manual entries and select Tools > Recalculate Final Scores to display the correct auto-calculated standards final grades.
12. Click **Save**.

Push Assignment Scores to Assignment Standards Scores

You can set the gradebook to auto-calculate the assignment standards scores from the assignment score, essentially "pushing" the assignment scores to the assignment standards scores in the drawer on the Scoresheet tab. You can also set the default for pushing the assignment scores when creating new assignments, or categories.

How to Push Assignment Scores to Assignment Standards Scores

1. From the gradebook menu bar, choose **PowerTeacher Gradebook > Preferences**. The Preferences dialog appears.
2. Click the **Standards** tab, if not already selected. For more information on the fields, see the Preferences dialog field description table in the Appendix.
3. Select the **Allow assignment scores to auto-calculate the assignment standards scores** checkbox.
4. From the **Default for new Assignments** pop-up menu, select the default behavior for new assignments, or you can opt to set the default by assignment category.
5. Click **OK**.

6. Select a class from the Classes pane.
7. Click the **Assignments** tab. The Assignment window appears.
Note: To create a new assignment, see [Add Assignments](#).
8. Double-click on the applicable assignment. The Assignment Detail window appears.
9. Click the **Standards** tab. The available standards appear. For more information on the available standards, see View Standards Details.
10. Select the **Use Assignment Score to Calculate Standards Scores** checkbox.
11. Click **Save**. An arrow icon appears on the assignment standard to indicate that Push Assignment Scores is enabled on that assignment.
Note: Alternately, you can right-click on the standard assignment to enable or disable the Push Assignment Scores feature.
12. Enter the assignment score for the assignment you are working with. Note that the score pushes to the associated assignment standards.

Analyze Standards Scores and Determine Final Grade

About Analyzing Standards Scores and Determining 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, or to review the average scores of a selected student group. You can also view scores and grades filtered by reporting term, or view the scores and grades for 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 [Edit Standards Scores for an Assignment](#).

How to View Previously Entered Standards Scores

1. Select the term from the [**Term Selector**] pop-up menu on the Classes pane. For more information, see Select Terms.
2. Select the class from the [Classes pane](#).

- Click the **Scoresheet** tab, then click **Student View** mode. The **Scoresheet Student View window** appears.
- Select the student from the **Student Groups** pane. For more information, see Student Groups Pane.
Note: To view the average final grades across multiple students, select the group on the **Classes** pane. The average final grades for the students in the selected group appears in the shaded area.
- Choose a reporting term from the **Reporting Term** pop-up menu. The Scoresheet Student window refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term.

Reporting Term: S2			Mode: Assignments		Final Grades		Student View	
Erikson, John			READING 3-5 Standards S... LTR	WRITING 3-5 Standards S... LTR	SPELLING 3-5 Standards S... LTR	LISTENING/SPE... 3-5 Standards S... LTR	Communicat... 3-5 Standard... LTR	Clearly com... 3-5 Standard... LTR
Assignments (3)	Scores							
Assignment	A-	90.0%	A	B	B	B	B	
Homework 2	A-	90.0%		B	B			
Quiz	A-	90.0%	A			B		
Final Score - highest	A-	90%	A	B	B	B	B	
mean	A-	90%	A	B	B	B	B	
weighted mean	A-	90%	A	B	B	B	B	
median	A-	90%	A	B	B	B	B	
mode	A-	90%	A	B	B	B	B	
highest	A-	90%	A	B	B	B	B	
most recent - 3	A-	90%	A	B	B	B	B	
times assessed	3		2	2	2	2	1	
Summary			points earned:27/30 percentage:90% grade:A-					

- To filter the assignment view by category, select the applicable category from the **Categories** pane. For more information, see Filter by Categories.
- To view the Assignment Detail window, click the arrow next to the assignment name. For more information, see [Assignments Detail Window](#).
- To view the Standards Detail window, click the arrow on the standards column header. For more information, see [Standards Detail Window](#).

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. You can also view the average final grade averages across multiple students for the previous terms.

How to View Previous Reporting Terms Final Grades

- Select the term from the [Term Selector] pop-up menu on the Classes pane. For more information, see Select Terms.
- Select the class from the **Classes** pane.
- Click the **Scoresheet** tab, then click **Student View** mode. The **Scoresheet Student View window** appears.

4. Select the student from the **Student Groups** pane. For more information, see Student Groups Pane.
Note: To view the average final grades across multiple students, select the group on the **Classes** pane. The average final grades for the students in the selected group appears in the shaded area.
5. Choose a reporting term from the **Reporting Term** pop-up menu. The Scoresheet Student View window refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term.
6. Select the **Terms** button. The previous reporting terms and the final grades display at the top of the scoresheet in a shaded area.
7. To remove the previous report term display, deselect the **Terms** button.

Add Standards Final Grade Comments

When entering a standards final grade comment, you can use plain text, HTML, and predefined comments.

How to Add a Standards Final Grade Comments

1. Select the class from the **Classes** pane.
2. Click the **Scoresheet** tab, then click **Final Grades** mode. The **Scoresheet Final Grades window** appears.
3. Select the student from the **Student Groups** pane. For more information, see Student Groups Pane.
4. Select the applicable standards column.
5. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Comment Inspector**.
 - If using a two-button mouse, right-click the applicable score field and select **Comment Inspector**.
The Standards Comment Inspector dialog appears.
6. 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, make a selection from the **Show Comments** pop-up menu. The set of comments you select displays in the Comment Bank.
7. Use the **Previous** and **Next** arrows to navigate to the next comment column, or navigate to a different student record, if applicable.
8. Click **Save** on the Scoresheet window. A blue circular "C" appears within the selected standard field.

Review Comments for Standards Final Grades

Use the Scoresheet Final Grade window or the Scoresheet Student View window to review previously entered comments on standards final grades.

How to View Standards Final Grade Comments

1. Select the term from the [**Term Selector**] pop-up menu on the Classes pane. For more information, see Select Terms.
2. Select the class from the **Classes pane**.
3. Click the **Scoresheet** tab, then click **Student View** mode. The **Scoresheet Student View window** appears.
4. Select the student from the **Student Groups** pane. For more information, see Student Groups Pane.
5. Choose a reporting term from the **Reporting Term** pop-up menu. The Scoresheet Student window refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term.
6. Select the **Cmnts** button. The standard comment columns appear with a blue "c" icon.
7. In the Final Score field, click on a blue "c" icon to open the **Standards Comment Inspector**. Make changes to the content if necessary.
Note: Use the navigation arrows next to the standards name to move to another standard comment.
8. Click **Close** to close the Standard Comment inspector.

Edit Standards Scores for an Assignment

In reviewing the previously entered assignment standards scores on the Scoresheet Student View window, you can change the standards assignment scores if needed.

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

How to Edit Previously Entered Standards Scores for an Assignment

1. Select the term from the [**Term Selector**] pop-up menu on the Classes pane. For more information, see Select Terms.
2. Select the class from the **Classes pane**. For more information, see Select Classes.
3. Select the **Scoresheet** tab, then click **Student View** mode. the Scoresheet Student View window appears.
4. Select the student from the **Student Groups** pane. For more information, see Student Groups Pane.
5. Choose a reporting term from the **Reporting Term** pop-up menu. The Scoresheet Student window refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term.

6. Click the assignment score field under the applicable standard column.
Note: To disassociate standards from an assignment, see *Disassociate Standards from an Assignment*.
7. Do one of the following:
 - Use a quick entry option to edit the applicable attribute in the score field, such as Collected, Late, Exempt or Missing. For more information, see *Quick Entry Tips*.
 - 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.
 - Use the **Fill Scores** commands to enter standard scores for all students listed on the scoresheet.
8. Click **Save** when edits are complete.

View Summary Information on the Scoresheet Student View Window

In reviewing the previously entered assignment standards scores on the Scoresheet Student window, the Summary area at the bottom shows the class averages for each standard across assignments. These values are calculated based on the selections on the Standards tab of the **Preferences dialog**.

The summary values appear in a shaded area and are read-only.

How to View Summary Information on the Scoresheet Student Window

1. Select the term from the [**Term Selector**] pop-up menu on the Classes pane. For more information, see Select Terms.
2. Select the class from the **Classes pane**. For more information, see Select Classes.
3. Select the **Scoresheet Student** window (**Scoresheet** tab > **Student** mode). For more information, see *Scoresheet Student Window*.
4. Select the student from the **Student Groups** pane. For more information, see Student Groups Pane.
Note: The Summary values are updated based on the student selection. If the entire class is selected, the values reflect the averages for the entire class. If a student group or filtered students are selected, the averages are for that selected group or filter students.
5. Choose a reporting term from the **Reporting Term** pop-up menu. The Scoresheet Student window refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term.
6. View the Summary metric values at the bottom of the Scoresheet.

Note: Standards that are not associated to an assignment appear shaded with diagonal lines and are not included in the summary calculation.

Update Summary Information on the Scoresheet Student Window

The Summary area displays calculated values based on the scores entered for each standard. Changes made to the scores and/or their attributes will automatically update the Summary calculated value.

The summary values appear in a shaded area and are read-only.

How to Update Summary Information on the Scoresheet Student Window

1. Select the term from the [**Term Selector**] pop-up menu on the Classes pane. For more information, see *Select Terms*.
2. Select the class from the **Classes pane**. For more information, see *Select Classes*.
3. Select the **Scoresheet Student** window (**Scoresheet** tab > **Student** mode). For more information, see *Scoresheet Student Window*.
4. Select the student from the **Student Groups** pane. For more information, see *Student Groups Pane*.

Note: The Summary values are updated based on the student selection. If the entire class is selected, the values reflect the averages for the entire class. If a student group or filtered students are selected, the averages are for that selected group or filter students.

5. Choose a reporting term from the **Reporting Term** pop-up menu. The Scoresheet Student window refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term.
6. Click the score field you want to change.
7. Do one of the following:
 - Use a quick entry option to edit the applicable attribute in the score field, such as Collected, Late, Exempt or Missing. For more information, see *Quick Entry Tips*.
 - 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.
 - Use the **Fill Scores** commands to enter standard scores for all students listed on the scoresheet.
8. The Summary values in the applicable standards column are automatically updated to reflect the change.
9. Click **Save**.

Work with the Final Score

The Final Score row represents the student's final grade on that standard for the marking period. Although a student might have 20 assignment standard scores in Q1 for a standard, ultimately that student will get one final score for the Q1 report card. The Final Score line represents that final score for the student for the report card.

Determine the Standards Final Grade for the Marking Period

The default calculation method is used as a starting point. However, you should review the standards scores, and review the calculations in the Summary area. Then you can determine if the calculated score is correct for the report card for this student, or if you want to choose a different grade on that standard for that student.

Here are two examples, both of which start with the default calculation of the highest score for the final standards grade.

Student 1

- Scores: 3,3,3,4,4,4,4,4,4,4.
- Highest = 4.
- Example Final Grade Decision on this standard: For this student, 4 is probably a good choice for the final grade on this standard. No change or further work needed.

Student 2

- Scores: 2,2,4,2,1,2,2,2,2,2,2,2,2
- Highest = 4.
- Example Final Grade Decision on this standard: For this student, it would be good to know more about the time they got a 4. Likely, the teacher will want to change the standard final score on the report card from 4 to 2. Two is the median, mode, approximate average, and the most recent score. With this data, 2 appears to be a more accurate representation of the student's actual proficiency level on this standard than 4.

Override Default Final Score Calculation for a Specific Standard

The Final Score row displays the final grade calculation for each standard. This calculation is based on the default method selected on the Preferences dialog. The score appears orange when the calculated value is displayed. If the calculated value is changed, the value appears black. In addition, when the final score is changed,

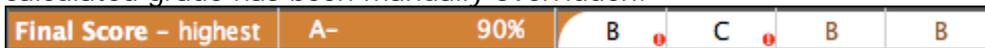
You can override this default value for each standard on the Scoresheet Student View window. When the final score is overridden, you can revert back to the calculated final score if necessary.

How to Override the Default Final Standards Grade

1. Select the term from the [**Term Selector**] pop-up menu on the Classes pane. For more information, see Select Terms.
2. Select the class from the **Classes pane**. For more information, see Select Classes.
3. Select the **Scoresheet** tab, then click **Student View** mode. the Scoresheet Student View window appears.
4. Select the student from the **Student Groups** pane. For more information, see Student Groups Pane.

5. Choose a reporting term from the **Reporting Term** pop-up menu. The Scoresheet Student window refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term.
6. Click the **Final Score** field under the standard column you want to change.
7. Do one of the following:
 - Enter the grade in the field, or right-click on the Final Score field and select the grade from the **Grades** submenu.
 - To delete the score, right-click on the score field and select Clear Score from the shortcut menu.

When the changes are made, several visual indicators appear to alert you that the calculated grade has been manually overridden:



- If a calculated final score is overridden, an orange crescent appears in the upper left corner of the final score field, a red exclamation mark appears, and the grade text changes from orange to black. The field appears shaded until you click Save.
 - If no calculated final score value existed, but you enter one manually, a red exclamation mark appears and the text displays in black. The field appears shaded until you click Save.
8. Click **Save**. The final score fields displays the new value. The visual indicators remain to alert you that the value has been changed.

Revert Manually Entered Standards Final Grades

It may be necessary to revert a manually entered standards final grade back to the calculated final grade.

How to Revert Manually Entered Standards Final Grades

1. Select the term from the [**Term Selector**] pop-up menu on the Classes pane. For more information, see Select Terms.
2. Select the class from the **Classes pane**. For more information, see Select Classes.
3. Select the **Scoresheet** tab, then click **Student View** mode. the Scoresheet Student View window appears.
4. Select the student from the **Student Groups** pane. For more information, see Student Groups Pane.
5. Choose a reporting term from the **Reporting Term** pop-up menu. The Scoresheet Student window refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term.

6. Click the **Final Score** field in which the calculated score has been manually overridden. This is indicated by the orange crescent in the left corner:

READING 3-5 Standards S... LTR	WRITING 3-5 Standards S... LTR	SPELLING 3-5 Standards S... LTR	LISTENING/SPE... 3-5 Standards S... LTR
A	B	B	B
A	B	B	B
A	B	B	B
B	C	B	B

7. To revert back to the calculated grade, right-click on the edited final score field and select **Revert to Calculated Grade** from the shortcut menu. The calculated value appears in the final score field.
8. Click **Save**.

Standards Score Calculations

Use the Preferences dialog to set the standard score calculation methods.

Standards Calculation Measures

Here are five example scores, an explanation of each calculation option, and a discussion of when each option might be a good or a bad choice for your class.

Example Scores	Calculation Method	Calculated Score Result
Scores on five assignments: 2, 3, 3, 3, 4	Mean (average of the scores)	3
	Weighted Mean (average of the scores, weighted by points possible)	3 (but depends on the weighted points possible for the assignments)
	Median (middle score)	3
	Mode (most frequently occurring score)	3 Note: When there is more than one mode, this score will be blank.
	Highest (highest score)	4

Example Scores	Calculation Method	Calculated Score Result
	Most Recent (average of the most recent scores)	<p>Most Recent 1 score: 4</p> <p>Most Recent 2 scores: 3.5 (average of 3 and 4)</p> <p>Most Recent 3 scores: 3.33 (average of 3, 3, and 4)</p> <p>You can also set a weight for each of the most recent scores on the Preferences dialog.</p> <p>For example, set the most recent calculation to use the last 3 scores. You want the most recent to be 50%, and the 2 before to each be 25% of the calculation.</p>

Every measure has times when it is valuable, and times where it may not be the best measure for your class.

Calculation Method Description

The following table lists the calculation methods available in PowerTeacher gradebook.

Calculation Method	When to Use It	When Not to Use It
Mean	When you have equally important scores at each period of time, and the learning is not cumulative. For example, in History, final unit test scores on unit 1, unit 2, and unit 3 may all be independent. In that case, using the mean (or average) could be a good choice.	When students are introduced to a new concept and the learning is cumulative over time. For example, students start out not understanding a concept, but over the term they get it. Averaging their initial scores (where they were unfamiliar with the work) with their final attempts (when they understood the concepts) may not be the best measure. For example, consider the following scores: 20%, 30%, 40%, 95%, 100%. In this case, the student likely did not understand the

Calculation Method	When to Use It	When Not to Use It
		concept at the beginning, but by the end they got it. The average here is 57%, which may not be the most reflective of their proficiency at the end of the term.
Weighted Mean	The weighted mean is better than the mean when assignments with high weighted points possible should be counted more heavily.	When all standards scores are valid indicators of performance, the teacher may not care about the specific points possible. This is especially true if there are high point value assignments from early in the semester, and the students have grown tremendously since that time.
Median	When you have multiple data points, and students have been given lots of chances to demonstrate mastery. It allows the student to overcome their initial attempts when they don't understand at the beginning, because only the middle score is used. Some people consider this one of the most consistent measures of performance. This measure throws out high and low outlying scores. For this reason, housing price data is usually listed in terms of the median sales price. There are extremes at either end that can skew average.	When there are only a few data points. In that case, the middle number can simply be luck. Or, when the learning is cumulative, where the students know much more at the end of the term, and their proficiency is significantly better across the board than at the start. For example, consider the following scores: 20%, 30%, 40%, 95%, 100%. In this case, the student likely did not understand the concept at the beginning, but by the end they got it. The median (or middle number) here is 40%, and may not be the most reflective of their proficiency at the end of the term.
Mode	When you have a small range of possibilities. For example, when using letter grades A,B,C,D,F, or a 1-4 scale, there are only a limited range of score options. If a student's scores are A, D, A, B, A, the most frequently occurring value is A.	When there are multiple possible scores, and it is unlikely for the exact score to be consistent. For example, this is not a good measure for percentage scores. Example percentage scores: 90, 91, 25, 100, 99, 81.5, 98, 97, 25, 96, 94. In this data, the

Calculation Method	When to Use It	When Not to Use It
		mode is 25%. The average is 81.5%. The median is 94%.
Highest	When the student's highest level of demonstrated proficiency is a good indicator of what they know and can do. When assessments are in-depth and highly reliable. In these cases, many districts believe that the student's highest score is a good indicator.	When the highest score could be based on chance or lucky guessing. For example, on multiple choice tests, the student could have guessed right on several questions by chance, boosting their highest score. For example, one student's results for one standard assessed on 5 multiple choice tests were as follows: 70, 95, 70, 70, 70. Although the student did get a 95 once, this score may not be the best reflection of the student's actual level of proficiency on this standard.
Most Recent	When the learning is cumulative, and the students will demonstrate a much higher level of proficiency at the end of the term than at the beginning. In these cases, it makes sense to focus on the most recent scores as a reflection of the student's proficiency.	When some of most recent scores themselves are anomalies. For example, if a student recently was very ill, or experienced some other phenomenon, then the most recent scores may not be reflective of their actual proficiency. This is usually assessed student by student to determine if the most recent scores are accurate. It can also happen when the most recent assessment is not as detailed or reliable as earlier assessments, or there were other distracting factors. For example, students have lots of good quizzes and a unit test with reliable data. That was followed by in-class review worksheets. Half of the students were distracted completing them because there was construction going on outside. In this case, the most recent data may not be the most reflective.

Important Usage Note: In PowerTeacher gradebook, you can mark any score as Exempt. If a student was sick during the last quiz, you can exempt this score. The most recent calculation will then ignore that score, and use the previous score. In this manner, you can use the most recent scores, while still exempting any scores that are not good reflections of the student's learning.

How do I determine the standards final grade for the marking period?

The default calculation method is used as a starting point. However, as described above, sometimes these measures work very well, and other times there are reasons to prefer a different calculation. The default calculation is a good starting point. However, the teacher should review the standards scores above, and review the calculations in the summary area below. Then the teacher can determine if the calculated score is correct for the report card for this student, or if they want to choose a different grade on that standard for that student.

Here are two examples, both of which start with the default calculation of the highest score for the final standards grade.

Student 1

- Scores: 3,3,3,4,4,4,4,4,4,4.
- Highest = 4.
- Final Grade Decision on this standard: For this student, 4 is probably a good choice for the final grade on this standard. No change or further work needed.

Student 2

- Scores: 2,2,4,2,1,2,2,2,2,2,2,2,2
- Highest = 4.
- Final Grade Decision on this standard: For this student, it would be good to know more about the time they got a 4. Likely, the teacher will want to change the standard final score on the report card from 4 to 2. Two is the median, mode, approximate average, and the most recent score. With this data, 2 appears to be a more accurate representation of the student's actual proficiency level on this standard than 4.

Edit Most Recent Scores Calculation

You may find it necessary to edit the Most Recent Score calculation when reviewing the standards scores.

How to Edit the Most Recent Scores Calculation

1. On the PowerTeacher gradebook Preferences dialog, click the **Standards** tab.
2. Click **Edit**. The Most Recent Score dialog appears.
3. Select the number of previous assignment scores to use in the calculation from the **How many recent scores** pop-up menu.

4. Click on a value in the **Weight** column and enter the weight of that assignment in the calculation. Click on another Weight field, or press tab to navigate to a different field, and the **Percent** automatically updates based on the number you entered in the Weight field.
5. Click **OK** to close the dialog. The calculation formula you assigned appears on the **Standards** tab.

Edit Default Standard Final Grade Calculation

When reviewing standards for a student or student group, you may want to change the standard final grade calculation.

How to Edit the Default Standard Final Grade Calculation

1. On the PowerTeacher gradebook Preferences dialog, click the **Standards** tab.
2. Select a calculation method from the **Default Standard Final Grade** pop-up menu. For more information, see the *Standards Tab* section of the *Preferences dialog* field description table.
3. Click **OK** to close the dialog. The calculation formula you assigned appears on the **Standards** tab.
4. On the Scoresheet Student window, the default you selected appears in the **Final Score** field.

Recalculate Standards Final Grades

When you change the overall standards final grade calculation method, and there are pre-existing scores, you may want to recalculate standards final grades for other sections.

If standard final grades have been entered for a section, and the default standard final grade calculation on the Preferences dialog is changed, the calculated final grades are automatically updated for the current and future reporting term for that section. Any manually entered standard final grades remain intact. Completed reporting terms are not recalculated for the section.

To recalculate standard final grades for different sections, use the **Recalculate Final Scores** command on the Tools menu. This command recalculates the calculated standard final grades for the current section for the current and future reporting terms, but does not recalculate manually entered final grades.

How to Recalculate Standards Final Scores

1. Select the term from the [**Term Selector**] pop-up menu on the Classes pane. For more information, see Select Terms.
2. Select the class from the **Classes pane**. For more information, see Select Classes.
3. Select the **Scoresheet** tab, then click **Final Grades** mode. the Scoresheet Final Grades window appears.

4. Select the student from the **Student Groups** pane. For more information, see Student Groups Pane.
5. From the gradebook menu bar, choose **Tools > Recalculate Final Scores**. The Recalculate Final Scores dialog appears.
6. Select the **Standards Final Grades** option.
7. Click **OK**. The calculated standard grades are updated and can be viewed on the Scoresheet window in Final Grades mode.
8. Repeat this procedure for each section.

Fill Standards Final Grades

Use the Fill Scores command on the assignment or standard column on the Scoresheet Final Grades window to quickly and easily enter the same standards final grade for all students or for only those with unrecorded scores.

How to Fill Final Standards Grades

1. Select a class from the **Classes** pane.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Final Grades** mode. The Scoresheet Final Grades window appears.
4. Right-click the standards or additional final grade item column header for which you want to fill scores, and select **Fill Scores**. from the shortcut menu..
Note: You can also choose **Tools > Fill Scores** from the gradebook menu bar. For additional entry options, see *Quick Entry Tips*.
5. Indicate whether you want to only fill empty scores or replace all scores by selecting one of the following options:
 - **Items with No Score**
 - **Replace All**
7. Select or enter a grade value.
8. Click **OK**. The values you selected appear on the scoresheet.
9. Click **Save**.

Fill Overall Class Final Grades

Use the Fill Scores command on the Final Grade column on the Scoresheet Assignments and Scoresheet Final Grades windows to quickly and easily enter the same final grade for all students or for only those with unrecorded scores.

How to Fill Final Overall Class Grades

1. Select a class from the **Classes** pane.

2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Final Grades or Assignments** mode.
4. Right-click the Final Grade column header and select **Fill Scores.** from the shortcut menu..
Note: You can also choose **Tools > Fill Scores** from the gradebook menu bar. For additional entry options, see *Quick Entry Tips*.
5. Indicate whether you want to only fill empty scores or replace all scores by selecting one of the following options:
 - **Students with No Grade**
 - **Replace Manually Overridden Grades**
 - **Replace All**
7. Select or enter a grade value.
8. Click **OK**. The values you selected appear on the scoresheet.
9. Click **Save**.

Standards Grades Reports

PowerTeacher gradebook provides templates for the following standards grades reports:

- Class Spreadsheet
- By Student – Assignment Scores
- By Student – Final Grades

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.

By Student – Assignment Scores Report

Run the Standards By Student – Assignment Scores report to generate a spreadsheet-style summary of standards assignment scores and final grades by student. This report provides the same information found on the Scoresheet Student View mode.

By Student – Final Grades Report

Run the By Student – Final Grades report to generate a spreadsheet-style summary of all of the standards across all reporting terms.

How to Run the Standards Report

1. Select a class from the **Classes pane**.
2. Click the **Reports** tab. The **Reports window** appears.
3. Click **Standards Report**. The Standards Report window appears.
4. Select the applicable Report Layout option.
5. To use the default report settings, skip to Step 6. Otherwise, **edit the information as needed**.
6. Click **Run Report**. The **Report Complete window** appears.
7. To open the report:
 - a. Select the **Open Report** option.
 - b. Click **OK**. The report results display based on the parameters you selected.
8. To save the report to a file:
 - a. Select the **Save Report** option.
 - b. Click **OK**. The Save Report window appears.
 - c. Enter a file name of the report in the **Save As** field. By default, this field populates with **Standards Report**.
 - d. 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.

- e. Click **Save**. The Scoresheet Report Complete window appears.
- f. Click **OK**.
- g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

Managing Gradebook Settings in PowerTeacher Administrator

This section describes setting standards preferences for PowerTeacher gradebook in PowerTeacher Administrator.

Some topic references in this section refer to the *PowerTeacher Administrator User Guide*, available on **PowerSource**. You can also view these topic references in the *PowerTeacher Administrator Online Help*.

Manage Standards and Measures Settings

Manage settings for displaying citizenship, standards, and assignments with standards in PowerTeacher gradebook. You can manage these settings by the individual school or by all schools.

Note: You must have access to the school for which you want to enable these settings. For more information, see [Manage Administrator Account Settings](#).

How to Manage Standards and Citizenship Settings

1. On the PowerTeacher Administrator main window, click **Gradebook > School Usage**. The [School Usage page](#) appears.
2. Select the applicable checkboxes for each school.
3. Click **Save**. The settings are saved.

Set Standards Final Grade Calculation

For each school, identify the default standards final grade calculation, and determine if teachers can modify the setting in the gradebook.

When you allow teachers to modify the default settings and the most recent calculation, their settings override any settings you input on this page.

For more information on each calculation type, see the Calculation Method Descriptions in the *PowerTeacher Gradebook User Guide*.

How to Set Standards Final Grade Calculation

1. On the PowerTeacher Administrator main window, click **Gradebook > Calculation**. The [Calculation page](#) appears.
2. For each school listed, select the applicable default calculation mode from the **Default Standards Final Grade** pop-up menu.
3. Select the **Teacher Modify Default** checkbox to allow teachers to change the calculation mode in the gradebook. To disable this feature, leave the checkbox deselected.

4. Click on the Most Recent Calculation link to change the most recent score calculation. For more information, see [Edit Most Recent Score Calculation](#).

Note: The recency calculation is only used with the Most Recent X calculation mode.

5. Select the **Teacher Modify Most Recent** checkbox to allow teachers to change the default most recent score calculation in the gradebook. To disable this feature, leave the checkbox deselected.
6. Click **Copy First School** to copy the setup for the first row to the rest of the rows on the page. Otherwise, edit each row to apply specific calculations to each school.

Note: Use the navigation links on the bottom of the page to scroll through the list of schools.

7. Click **Save**.

Edit Most Recent Scores Calculation

The most recent score calculation allows you to modify the number of recent assignments to be assessed and the weighting for each assignment.

How to Edit the Most Recent Scores Calculation

1. On the PowerTeacher Administrator main window, click **Gradebook > Calculation**. The [Calculation page](#) appears.
2. For each school, click the **Most Recent Calculation** value. The Most Recent Number of Scores dialog displays.
3. Select the number of previous assignment scores to use in the calculation from the **Number of Scores** pop-up menu.
4. Click on a value in the **Weight** column and enter the weight of that assignment in the calculation. Click **OK** to enter the value in the field. The **Percent** automatically updates based on the number you enter.

Note: The field allows two decimal places to be entered.
5. Click **OK** to close the dialog.

Note: If the Teacher Modify Most Recent checkbox is selected, the teacher can change the most recent score calculation in the gradebook. For more information, see [Set Standards Final Grade Calculation](#).

Working with Standards in PowerSchool

Before using standards in PowerSchool, understand what your district wants and is expected to report to a board of education, superintendent, or the state Department of Education (DOE). There is no need to define different standards or benchmarks at every grade level if you are not expected to report that information. For example, the Wyoming DOE requires schools to report student progress at the fourth-, eighth-, and eleventh-grade levels. Schools in Wyoming often select to have all teachers match their assignments to only those benchmarks unless their local DOE requires it at every grade level. Kindergarten through fourth-grade teachers can align to the fourth-grade set of benchmarks; fifth- through eighth-grade teachers can align to the eighth-grade set; and so on.

Important: If each grade level does use and report on different standards, then standards should be created by grade level.

Standard Conversion Scales

Create conversion scales that can be assigned to standards to determine the standards final grades and standards assignment scores. There are two different types of conversion scales: alphanumeric and numeric.

Grading Methods

The conversion scales are applied in the grading methods listed in the following table. In specialized cases, these methods need special values in order to translate into a different scale.

Grading Method	Description
Values and Cut-offs	<p>This is the main way that alphanumeric scales work. Every letter has a grade value. Those values are added together then the cut-off is used to determine the final grade. For example: A = 100, B = 80 Student has A, A, B (value = 100, 100, 80) Average = 92.5%. The cut-off for A is 90, so the final grade is A. There are two scenarios where a numeric scale uses a value and cut-off.</p>
Basic Numbers	<p>This is the main way that numeric scales work. Basic numbers have no special values. For example: 4, 4, 3, 3 = 4, 4, 3, 3. Average = 3.5. There are two scenarios where a numeric scale does not use basic numbers. In order to calculate the grade correctly, you create Translation Values.</p>

Standards Scenarios

The conversion scales calculation in PowerTeacher gradebook is dependent on the preferences the teacher has set on the Standards tab of the Preferences dialog in the gradebook.

If no calculation preferences are set:

Standards Scenario	Alphanumeric Scale	Numeric Scale
Using assignment standard scores to calculate the final standards grade	Uses values and cut-offs to calculate the final standards grade. Every letter has a grade value. The grade values are added, then the cut-off is used to determine the final grade.	Uses basic numbers with no special values.

If preference is set to calculate the higher level standards grades from lowest level standards grades:

Standards Scenario	Alphanumeric Scale	Numeric Scale
Rolling up standards final grades to the higher level standards, when all lower level standards have the same scale	Uses values and cut-offs to calculate the final standards grade. Every letter has a grade value. The grade values are added, then the cut-off is used to determine the final grade.	Uses basic numbers with no special values.
Rolling up standards final grades to the higher level standards, when some of lower level standards have different types of conversion scales	Uses values and cut-offs to calculate the final standards grade. Every letter has a grade value. The grade values are added, then the cut-off is used to determine the final grade.	Uses the grade value and cut-off to use the values and cut-offs grading method.

If preference is set to allow assignment scores to auto-calculate the assignment standards scores:

Standards Scenario	Alphanumeric Scale	Numeric Scale
Pushing scores from the assignment to the standards scores in the drawer	Uses values and cut-offs to calculate the final standards grade. Every letter has a grade value. The cut-off is used to determine the assignment standards score.	For numeric scales, this always involves different scales, since it goes from points/percent/letter grade translating to the numeric scale, so translation values are needed.

How to Create a Conversion Scale

Before entering standards, you must first create at least one conversion scale.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Standards**. The Standards page appears.
3. Click **Conversion Scales**. The Standard Conversion Scales page appears with the default scale already created. However, you must define each scale and enter the cutoffs for each level and for the converted score.

Note: It is advantageous to leave a default scale in your system for importing purposes.

4. Click **New**. The New Standard Conversion Scale page appears.
5. Use the following table to select the grade scale type:

Type	Description
Name	Enter a name for the standard conversion scale.
Type	<p>Choose a grade scale type from the pop-up menu:</p> <ul style="list-style-type: none"> • Alphanumeric: Use for letter grades such as A, B, and C or E, S, and N, or descriptive grades such as Excellent, Satisfactory, and Unsatisfactory. • Numeric (2 decimal places): Use for GPA-type grades such as 4.00, 3.00, and 2.00. • Numeric (zero decimal places): Use for simple numerical grades such as 1, 2, 3, and 4. • Numeric (custom): Use for custom numeric grades. Example: a 4,3,2,1 scale where teachers are allowed to enter decimal scores like 3.5.
Min	<p>Enter the minimum numeric value allowed. Based on the Min and Max numbers you enter, PowerSchool will automatically populate the range of numeric values along with the applicable cut-off and grade values.</p> <p>Note: This field appears when Numeric is selected on the Type pop-up menu.</p>
Max	<p>Enter the maximum numeric value allowed. Based on the Min and Max numbers you enter, PowerSchool will automatically populate the range of numeric values along with the applicable cut-off and grade values.</p> <p>Note: This field appears when Numeric is selected on the Type pop-up menu.</p>
Decimal Places	<p>Enter the number of decimal places allowed.</p> <p>Note: This field is editable when Numeric (custom) is</p>

Type	Description
	selected on the Type pop-up menu.
Description	Enter a description.

- Click **Submit**. The Standard Conversion Scales page appears.

Note: Enter as many conversion scales as needed for the district.

How to Add or Edit Conversion Scale Attributes

After defining the conversion scale, you can edit the scale attributes.

- On the start page, choose **District** from the main menu. The District Setup page appears.
- Under Grading, click **Standards**. The Standards page appears.
- Click **Conversion Scales**. The Standard Conversion Scales page appears.
- Click on the Edit Scale link of the scale you want to modify. The Edit Scale page appears.
- To add an attribute to this scale, click **New**. To edit an existing attribute, click the Number/Level or Grade/Label hyperlink.
- Use the following table to enter information in the fields:

Type	Description
Name	The name of the conversion scale appears
Type	Displays a description of the standard conversion scale entry.
Number/Level or Grade/Label	In a numeric scale, displays the number/level as a hyperlink. In an alphanumeric scale, displays the grade/label as a hyperlink.
Description	Displays the description for the number or grade.
Cut-off	Displays the cut-off percentage. This is the minimum a student must earn on an assignment to receive this grade. In a numeric scale, this value is used as a translation value when other values are translated into this scale.
Grade Value	Enter the percentage used for calculations when this grade is entered as an assignment score. In a numeric scale, this value is used as the percentage when calculating the number/level as an assignment score.

- Click **Submit**. The Edit Scale page appears.

Note: Enter as many conversion scale attributes as needed for the conversion scale.

Enter Standards

After setting up conversion scales, you can begin entering standards. There are three methods for entering standards: manually, manually by example, and through an import.

Note: Importing is the easiest way to enter standards into PowerSchool. For more information, see *Quick Import*.

How to Manually Enter Standards

Complete this procedure for each standard you want to enter manually.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Standards**. The Standards page appears.
3. Click **List Standards**. The list of standards appears. The types of standards include National, State, District, or School. If there are no standards of a given type in the system, that type does not appear.
4. Click **New** to create a standard. The New Standard page appears.
5. Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the standard. This information is used for reporting purposes.
Identifier	Enter a unique code for designating this assignments.
Subject Area	Enter the global naming convention.
Alignment Identifier	Enter an alignment identifier to identify standard alignment to other types of standards. For example, from district to state or from state to national. Note: This field is not used in PowerTeacher gradebook.
Calculation Parent	Enter a single identifier for which this standard should be included in calculations. This value should be similar to the List Parent field. Note: This field is not used in PowerTeacher gradebook.
List Parent	Enter a hierarchical identifier that always identifies the owning standard. Note: This identifier controls how the hierarchy displays in PowerTeacher gradebook.
Type	Choose National, State, District, or School from the pop-up menu. Note: Select School in order for the standards to appear in

Field	Description
	PowerTeacher gradebook.
Level	Choose a level from the pop-up menu. This field is used for identification purposes only. Note: This field is not used in PowerTeacher gradebook.
Sort Order	Enter a sort order for the standard, used to determine non-alphabetical ordering.
Course Number	Enter the course number used to identify which standards should be presented to a teacher in the gradebook. Enter multiples values if applicable, separated by commas. Note: The standards that list a course number matching the course number of the teacher's current class are presented for final grade entry.
Comments	Select the checkbox to include a comment field for school-specific standards.
Conversion Scale	Select a conversion scale from the pop-up menu. Note: Each standard can have only one conversion scale.
Graded	Select the checkbox to allow a teacher to enter scores for this standard in PowerTeacher gradebook.
Description	Enter a description of the standard. This field is used for reporting purposes only.

- Click **Submit**. The Changes Recorded page appears.

How to Manually Enter Standards by Example

Manually enter standards by example to preset many of the required fields for repeated use.

- On the start page, choose **District** from the main menu. The District Setup page appears.
- Under Grading, click **Standards**. The Standards page appears.
- Click **Custom List Settings**. The Custom Standards List Settings page appears.

Note: Use the list settings to search for a particular standard by multiple criteria. However, after you submit the search, enter new standards using the criteria defined by your search.

- Use the following table to select a search comparator:

Comparator	Description
(Blank)	Ignore this field.

Comparator	Description
=	Must be an exact match.
#	Must not be an exact match.
\$	Contains.
!\$	Does not contain.

5. Use the following table to search for a standard:

Field	Description
Name	Name of the standard.
Identifier	Code used by administrators for reporting and by teachers for designating to assignments. Must be unique.
Subject Area	Global naming convention.
Description	Description of the standard.
Course Number	Used to send standard identifiers to each teacher's gradebook for school-specific standards.
Type	National, State, District, or School.
Level	Used for identification purposes only.
Assignments	Allows a teacher to assign a standard identifier to an assignment.
Conversion Scale	Allows you to select a previously defined conversion scale; each standard can have only one.
Sort Order	Defines how the search results appear.
Columns to Show	Select one or many checkboxes to define what the search results display.

6. Click **Submit**. The Custom Standards List page appears.

After searching for the specific criteria, the results of your search appear; however, the results can be blank.

7. Click **New Standard by Example** to create new standards using the criteria you specified in the search as the initial values for the entry fields. The New Standard by Example page appears.
8. Use the following table to enter information in the fields:

Field	Description
Name	Enter the name of the standard. This information is used for reporting purposes.
Identifier	Enter a unique code for designating this assignments.
Subject Area	Enter the global naming convention.
Alignment Identifier	Enter an alignment identifier to identify standard alignment to other types of standards. For example, from district to state or from state to national.
Calculation Parent	Enter a single identifier for which this standard should be included in calculations. This value should be similar to the List Parent field.
List Parent	Enter a hierarchical identifier that always identifies the owning standard.
Type	Choose National, State, District, or School from the pop-up menu.
Level	Choose a level from the pop-up menu. This field is used for identification purposes only.
Sort Order	Enter a sort order for the standard, used to determine non-alphabetical ordering.
Course Number	Enter the course number used to identify which standards should be presented to a teacher in the gradebook. Enter multiples values if applicable, separated by commas. Note: The standards that list a course number matching the course number of the teacher's current class are presented for final grade entry.
Comments	Select the checkbox to include a comment field for school-specific standards.
Conversion Scale	Select a conversion scale from the pop-up menu. Note: Each standard can have only one conversion scale.
Assignments	Select the checkbox to allow assignments to be associated to this standard.
Description	Enter a description of the standard. This field is used for reporting purposes only.

- Click **Submit**. The Custom Standards List page appears.

How to View Standards

View standards in a hierarchical listing.

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Standards**. The Standards page appears.
3. Click **List Standards**. The list of standards appears. The types of standards include National, State, District, or School. If there are no standards of a given type in the system, that type does not appear.
4. Click the small triangle to display the first level of standards in each type. Continue clicking the triangle to expand the list. Alternatively, click **Expand All** to expand all levels.
5. Click the name of a standard to view its details. The Edit Standard page appears.

Standards Reports

PowerSchool includes two types of reports that reflect standards. The first report is an individual student report accessed from the single student menu. The second report is an individual object report. For more information, see *Object Reports*.

View Single Student Standards

The single student standards list a student's progress for each standard. You can determine which particular standards fields you want to appear on this view.

How to Set Up Viewing Single Student Standards

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under Grading, click **Standards**. The Standards page appears.
3. Click **Display Settings**. The Standards Display Settings page appears.
4. Use the following table to enter information in the fields:

Field	Description
Fields to display on student summary screen	Select any combination of the following checkboxes to determine the information you want to appear for each standard on the Student Summary page: <ul style="list-style-type: none"> • Identifier • Name • Number of Scores • Average Score • Translated Average Score • High Score • Translated High Score • Description
Score to display on stored scores screen	Use the pop-up menu to determine which score to display on the list page. All scores are viewable on the detail page.
Number of decimal	Enter the number of digits you want to appear after a

Field	Description
places in percent scores	decimal point.
Include the % character in percent scores	Select the checkbox to include the percentage character (%) in percent scores.
Suppress display of scores if no assignments	Select the checkbox if you do not want to display zeros on the report if there are no associated assignments.
Sort assignment list	Use the pop-up menu to indicate the sort order of the assignment list: <ul style="list-style-type: none"> • Chronologically • Reverse Chronologically

4. Click **Submit**. The system saves your changes.

Single Student Standards View

This option displays the student's progress towards meeting standards for advancement or graduation. For more information about standards, see *Standards*.

How to Run the Single Student Standards View

1. On the start page, search for and select a student. For more information, see *Search and Select*.
2. Under Academics, choose **Standards** from the student pages menu. The Standards page appears.
3. Click the triangles to access any level of standards where scores are reported.
4. Click **Standard Grades**. The following values appear :

Note: Certain values can be edited on this page, but if the data is re-submitted via PowerTeacher gradebook, it will overwrite any changes submitted on this page.

Field	Description
Standard	The identifier and standard name.
Year	The school year in which the standard was assessed.
Store Code	The reporting term the standard was saved to in PowerTeacher gradebook.
School	The in which the standard was assessed.

Field	Description
Date Stored	The last day the score was changed.
Grade Level	The grade level of the student when the standard was last assessed. This field is editable.
Number of Scores	Number of sections (Final Standards Grades) assessing the same Student, Standard, Reporting Term, and Year. This field is editable.
High Scores	The highest score percent of the standards scores averaged together. This is based off of the Percent Value of the conversion scale items. If it is a numeric scale, the value of the highest score given displays. This field is editable.
Translated High Score	For alpha scores, this is the highest standard score given based on the percent value of the scale. For numeric grades, it is the highest numeric value. This field is editable.
Average Score	The average of all of the scores for this student, standard, reporting term, and year. If it is an alpha score, then it will use the percent values of the standards scores to average together. For numeric grade scales, it will average the numeric values that the teachers entered. This field is editable.
Translated Average Score	For alpha scales, the percent values are used to average together, then the cutoff percent is used to calculate the resulting grade. For numeric grade scales, the average numeric values are used. This field is editable.
Comment	Displays comment text from individual teacher. If more than one teacher is assessing the student on this same standard, the comments are concatenated with the course name and teacher name. This field is editable.
Log	The course name grade values that were used to generate the record.

5. Do one of the following:

- To remove this standard grade for the selected student, click **Delete**.
- To save any changes made to the existing data, Click **Submit**. See *Note* above for information on changing data on this page.
- If you do not wish to make changes to this page, click on any link in the main menu to navigate to another page.