

“ How to Guide” for Traditional Gradebook

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Part B- Changing the Class Name in PTP

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Tips and Tricks

Part A - Signing in to the PTP Gradebook “PTP” is how we refer to PowerTeacher

Pro


Chinooks Edge Web site > <http://www.cesd73.ca/index.php>>quick links> Staff>PowerTeacher

Or saved URL > <https://powerschool.cesd73.ca/teachers/pw.html>

1. Enter you username and password
2. Click Sign in

Please do not let the system save your password for security reasons

3. On the start page click PowerTeacher Pro
4. Read the welcome message and click close

To view the message again, click the help icon  (in the right corner) and select Getting Started/ Also click the help icon to access the PTP Help system, tips and tricks, information about new features.

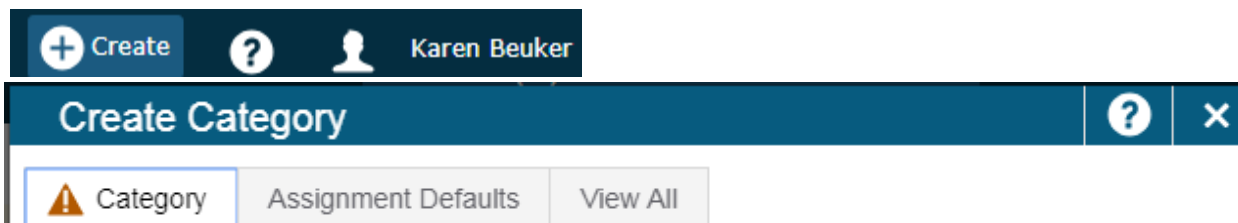
As you explore, be sure to practice switching classes and semesters. Use the menu at the top of the gradebook window, pull down the menu and select the menu to switch terms

Part B - Changing the Class Name in PTP

1. Click Setting on left side
2. Click Class Description
3. In the box beside Custom Class name, type in the name you want (Chemo 30 am)
4. Click Save
5. Click Setting on left side menu again
6. Click Display Settings
7. Click Display and Sorting's > show by Section number (sort by Course Name)

Part C- Creating Categories

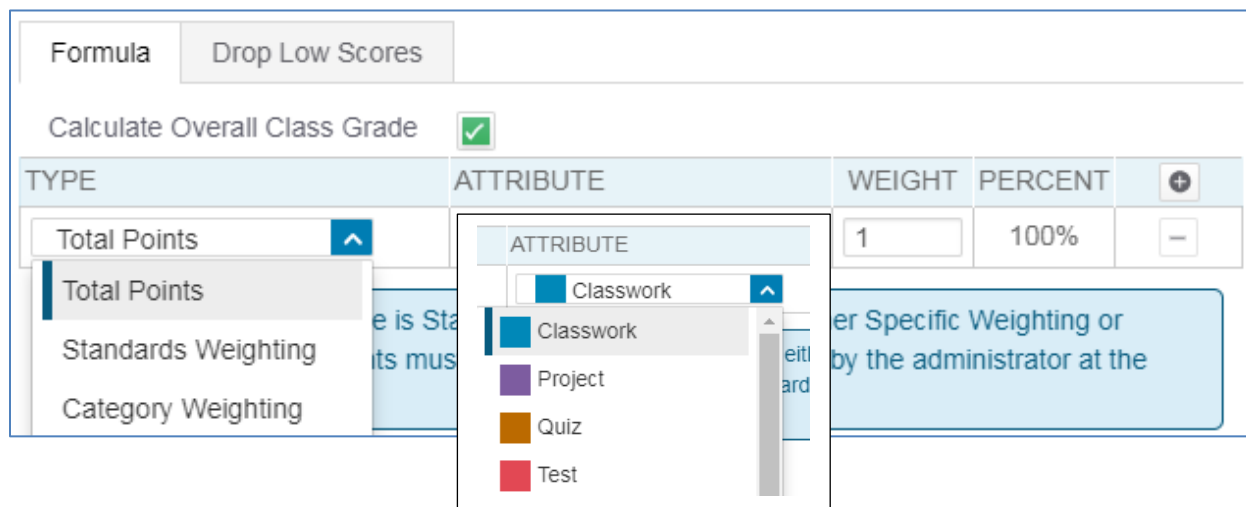
Please be aware Division Office has already set up 4 categories, please do not recreate them yourself in PTP
Classwork – Project – Quiz – Test




1. Click on Create
2. Click Category>select the class(es)you want the category to apply to
3. In Name box > type in name you want for category (ensure the name is not same as or similar to Division Set Categories)
4. Color :Assign it using the drop down
5. Ensure Active button is green
6. Description Box: type in a description of the category if you like
7. Click Assignment Defaults Select your score type for the category.
8. Click All - You can view all of your existing categories and which classes are attached to them by clicking on the View All Tab at the top
 Make sure to Save.

Part D – Choosing Division Set Categories and Setting up Weighting

1. Click Setting on left hand menu bar
2. Click Traditional Grade Calculation (this needs to be done for each subject that you teach)
3. Select the desired course
4. Click on the pencil under Actions



5. Under type, click on blue drop down arrow- Choose Category weighting (it defaults to total points)
6. Click on Attribute – select the desired category by clicking on blue arrow
7. Under Weight adjust the weight of selected category to desired weight as point or % . All categories chosen must equal 100% or 1.0
8. Click  at top right to add another category

Continue these steps until you have all your categories set up

Select your next course end repeat steps

Make sure to Save

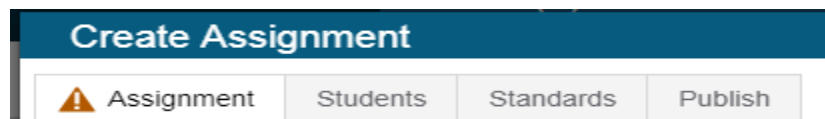
Note: the “little box with dash in it” is a delete button. DO NOT use this to remove categories, as it will delete the assignments attached to that category. You want to make them inactive instead. You do this by:

1. Click on Grading
2. Click on Category
3. Click on the pencil (edit) beside the category you want to make it inactive

Part E - Creating an Assignment



Click on Create




1. Click on Assignment
 - i. Pull down the Select classes menu and select one class. It will default to the class you are in
 - ii. Click outside the Select Classes menu to close it if you are not ready
 - iii. In the box to the right Assignment Name, enter the name of the assignment
 - iv. In the box to the right of Category, select the category that the assignment belongs in from the list categories you have created and assigned weighting to.
 - v. Select a score type, such as Points, Percent or Collected only
 - a. **Points** - if I have an assignment that is out of 10 points (e.g 7/10)
 - b. **Percent** - if I have an assignment that is out of a percent (e.g 7/10 =70%)
 - c. **Collected Only** - choose this if you want to indicate that it has been collected or if you don't want to have a holistic mark. Use For Formative assessment enter the number for score entry points. You may choose point or percent
 - vi. To include the assignment in students' final grade, verify that Count in Final Grade is selected
 - vii. Use the default due date of today's date or set the date and enter a descriptions of the assignment

2. Click the Students tab at top of box. It defaults to Show Selected Students and the entire class will show up . You can add and remove students on the other tab to apply a certain assignment/ rewrite of test to a selection of students.
3. Publish- double check Publish date
4. Standards – Standards schools only
Make sure to Save

Part F - Diverse Learners Assignments

1. You can create an assignment or Duplicate one.
2. Name the Assignment different. (E.g. Adapted Division Facts)
3. Click on Student tab in Assignment remove everyone and add only the ones you need.
Make sure to Save

Adding accommodation Comments

- a. Click Grading on left side menu
- b. Select Scoresheet. Be sure, when working in the scoresheet, you have selected the proper semester
- c. Locate and assignment that you want to score, If you hover over the assignment (you can show more accommodations by increasing the number of rows that show up on a page
- d. Click on the Score box for the student
- e. Click on the Comment icon in the far right corner 
- f. Click Comment Bank.

There are numbered Comments which are very general and there is Division Comments made which are listed here

AN - Ambient noise BR- Braille CP - Color Paper
ET - Extra Time FB - Frequent Breaks FL - Franklin language Master
LP - Large Print RD - Reader RR - Recorded Response
SC - Scribe SL - Sign Language Interpreter
ST - Speech to Text TS - Text to Speech TT - 10X10 Chare
Overall - Area of Strength Area for Improvement: Support needed
Save Save Save

Part G - Duplicating An Assignment – This allows you to copy one assignment from one class to another

(i.e. You teach the same course more than once)

1. Click grading on the left menu
2. Click Assignment List
3. In the list of assignments, locate the assignment you want to duplicate and click Edit icon (little pencil) at the right of the page.
4. Click Duplicate at the bottom of the Edit window.

5. Open the Select Classes pull down menu, clear the check box next to the currently selected class, and choose a different class
6. Click Save and Close at bottom right corner
7. Click outside the Select Classes menu to close it
8. Enter the assignment name
9. You can use the same category, score type, score entry points, description, and publication settings as the original assignment or you can change them
10. To save the assignment and close the window, click Save and Close
11. Locate the duplicated assignment in the list of assignments (Grading> Assignment List) it will have 1 beside it
12. To verify that you copied the assignment to a different class, click the name of the currently selected class in the navigation bar at the top of the page, and select the class that you copied the assignment to, It should have a 1 beside the title. You can change this.

Save Save Save

Part H - Copying an Assignment – This allows you to selected or all of the assignment for a class and from Semester 1 to Semester 2 or year to year.

1. Click Grading on left menu bar
2. Click Assignment List
3. Click the ear icon on the top right corner
4. Click Copy Assignment
5. Under From, open the Term menu and select the semester that you want top copy from
6. Under From, open the Class menu and select the class from which you want to copy the assignment
7. Under To, open the Term menu and select the semester you want to copy to
8. Under To, open the Classes menu and select the class or classes to which you want to copy the assignments
9. Under Copy Options, open the Due Dates menu and choose whether you want to use existing, relational, or custom due dates
10. Under Choose the Assignments, check the box to the left of the Category heading to select all of the assignments or check individual boxes next to the assignment names to choose a smaller selection
11. To complete the process, click Copy Assignments

Save Save save

Part I - Scoring an Assignments

1. Click Grading on left side menu bar
2. Select Scoresheet. Be sure, when working in the scoresheet, you have selected the proper semester (in the top right hand corner)
3. Locate an assignment that you want to score (they are in orange to the right of the grade, most recent first).

- Click in a student's blank cell for the selected assignment. The Score Inspector will pop up on right side of the screen. Enter the points, percent or Collected

MAKE SURE TO SAVE there is no back button

To view or make changes to the Final Grade

- Click on Grading on left side menu
- Click on Scoresheet
- You will see the current grades for the subject you have selected

You can override this holistic grade if you feel it does not represent the student's achievement, click in the boxes under the blue Grade box and entering the score on the Score inspector

If you change your mind, the undo button will change it back to the previous grade (this is the only undo ever)

View Category Totals - Make sure categories are showing here and calculating properly

- Click Grading on left side menu
- Click Category Totals (under Grades) This will show you how your students are doing in each category you have properly set up

Part K - Entering Comments and adding to Comment Bank



1 For Assignments

- Click Grading on left side menu
- Select Scoresheet. Be sure, when working in the scoresheet, you have selected the proper semester and assignment.
- Located an assignment that you want to score.
- Click on the Score Column for the student to comment on the whole assignment

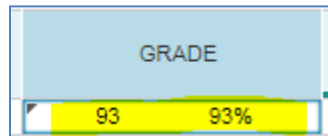
	NEW 2018 A... (9/27/2018)	2 2018 ASSI... (10/18/2018)

- Click on the Comment icon (a little speech bubble) at far top right corner, a comment box will open up. Type comment in box. Be specific.

Save Save Save - a blue comment icon will appear in the Score Column of the assignment

2 For Subject at end of Term

- Click Grading on left side menu
- Select Scoresheet. Be sure, when working in the scoresheet, you have selected the proper subject
- Click on the Grade Column for the student to comment on the whole subject for the term

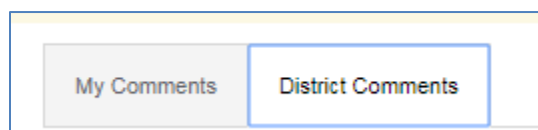


4. Click on the Comment icon (a little speech bubble) at far top right corner, a comment box will open up.
Type comment in box. Be specific.

Save Save Save - a blue comment icon will appear in the Score Column of the subject

Adding Comments

1. Click on Settings
2. Click on Comment Bank



3. Under District you will see the District Comments and your School's comment Bank
4. Click on My Comments
5. Add
6. Choose a Category - Most are General, but you can make it specific to subject
7. Chose a Code This can start with 01 or letters
8. You can also insert Smart Text Save
9. You can back to edit later.

Part J - Viewing Grades and Student Progress- Running and Printing Reports

Progress Report

1. Click on Report on left side menu
2. Click on Individual Student Report
3. Click on Criteria tab at the top
4. Set the Assignment Date to current date(i.e. S2)
5. Click on Student Tab
-Select all if you want entire class set
6. Select add/remove if you want to select one or few
7. Run report

Individual Student Progress Report

1. At the top of the Gradebook window, use the pull down menu to select a class
2. Click Students on left side menu
3. To view the selected student's' performance, click Assignments
4. Review the students course grades and individual assignment scores

5. To switch students, you can use the little blue drop down/up arrow by the students name, top left side of screen
6. Click Progress on left side menu and click Traditional.

Review Class Progress

1. Review the distribution of traditional and standards grades for a class.
2. Select a class
3. Click Progress on left side menu
4. Click Traditional - Click view all
5. Compare the students’ grade trends in the current term to the previous term, then select a different term in the Grade Distribution column
6. X will close the window

View Parent and Student Portal - view Parent /Student Portal (you can see what parents /students see) This feature is also good for you as you can see where your student is in their other classes and attendance

1. Click Students on left hand menu
2. Click Quick Look up Traditional. This page will show up for the first student on your class list. If you want to look at a specific student, you can select that student first

When parents look into parent portal at course with holistic marks (%) they will either see a mark (0-100%) or an “i”

“0” means there is an assignment in Grade book that has not yet received a score

“i” means there are no assessments in this course as of yet.

Introductory Foods [Redacted] Rm: 163									[i]
English Language Arts 10-1 [Redacted] - Rm: 109			76						

Click on the grade and this will take you to all their assignments

Click on view at far right to see what comment says

06/14/2018	Assignment	Linear Systems Assignment 1 - Sub & Elim					22/31		70.97	View
06/14/2018	Quiz	Linear Systems Quiz 1 - Sub & Elim Methods					16/16		100	View

Comment Verification for Report Cards and mark Submission

1. Click Grading on left side menu
2. Click Comment Verification

3. Click on Final Grade Status
4. Right click on page and Print or click on box and do a Control P to print.

Please put your name on it and sign and hand into marks submission person

**Please note if your class is done before due date, you can hand it in early, marks can be sent in as soon as you are done marking.

Tips and Tricks

Save often as marks /comments will disappear if you time out lose connections etc

Changing size for Font or Resolution

- Font Click on your name, top of screen
- Click the size you want under view (small, medium, large)
- Resolution : hold control button and + or - key