

PowerTeacher Pro Guide for set up for Schools that are K-12

“This document does not replace PowerTeacher Pro Documents from Learning Services please refer to those Documents for more detailed information on assessing.

CESD Website>Division Services> Learning Services> Assessment”

Teaching in a K-12 setting is very complex.
They can be teaching kids in each sectional group.

K-4 Elementary- not in use in PTP for grading purposes

5-8 Middle School- Outcome based report cards for Terms T1, T2, and T3

9-12 High School- Traditional holistic marks. The terms are set up by the Admin and your classes then get assigned the term length

Quarters Q1, Q2, Q3 and Q4

Semesters S1, S2

Yearlong courses Y1

Set up GRADE 5- 8

“This document does not replace PowerTeacher Pro Middle School Document” please refer to that Document for more information.

CESD Website>Division Services> Learning Services> Assessment”

Setting up Traditional Grades

In T1, T2, T3 all should show that they are defaulting to total points, your assignments will need to be points. Y1 should not show anything as the Calculate Overall Class Grade should be unticked

*Please remember that the grade on the report cards is not cumulative.

Your assignment due date will designate which term it belongs in for marks

| REPORTING TERM | FORMULA TYPE | EDIT CALC | EDIT DROPS | ACTIONS |
|----------------|---|-----------|------------|---------|
| Y1 | Total Points <small>A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.</small> | ✓ | ✓ | |
| T1 | Total Points <small>A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.</small> | ✓ | ✓ | |
| T2 | Total Points <small>A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.</small> | ✓ | ✓ | |
| T3 | Total Points <small>A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.</small> | ✓ | ✓ | |

A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.

*Untick Y1 Calculate Overall Class Grade

Y1 Reporting Term for 3(Wed) 4(Thu) 8(Tue) Religion ✕

Formula Drop Low Scores

Calculate Overall Class Grade

Setting up Standard Grade Calculation

Not required as this is Division set for outcomes

Creating an Assignment

Assignments are a must for outcomes, holistic mark and comments to come over to the report cards.

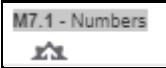
****Only Core subjects receive holistic marks (ELA, Math, Science, Social Studies, and French Language Arts) ** everything else reports on outcomes.**

(Ensure you are in the correct TERM - top right corner.) If you are in Y1 by accident, it will default to the proper term as per your due date. You can flip into the proper term to look for it after.

1. Click on the **+Create** button in the top right hand corner.
2. Select **Assignment**
3. Pull down the **Select Classes** menu and select one class. It will default to the class you are in.
4. Click outside the **Select Classes** menu to close it.
5. In the box to the right of **Assignment Name**, enter the name of the assignment, such as Addition and Subtraction of Equivalent Fractions.
6. In the box to the right of **Category**, select the category that the assignment belongs in: **SUMMATIVE** (counts in grade) or **FORMATIVE** (does NOT count in grade). **Do not use any other form of Category**
7. **SCORING** - Select a score type:
 - a. **Points** - if I have an assignment that is out of 10 points (e.g. 7/10)
 - b. **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**
 - c. The program has the option to assign **extra points**. Please **IGNORE** - not best assessment practice.
8. Enter the total score the assignment is out of.
9. All summative assessments are included in the final grade (**Count in Final Grade** box will be checked) unless they are collected only (the achievement indicators will still be included). **Formative assignments are NOT included in final grade.**
10. Use the default **due date** of today's date or set the date. *Assignments will automatically be stored in the term the date falls under.*
11. Enter a description of the assignment.
12. Click the **Students** tab at the top of the box. It defaults to **Show Selected Students** and the entire class will show up.

13. To remove a student name from an assignment, click **Add/Remove Students**.
14. Unclick the box beside the student(s) you want to remove from the assignment.
15. Click **Standards** Tab. Select **Add/Edit Standards**
16. Select the standards/outcomes you want to attach to this assignment.

17. You may also search for standards using KEY WORDS in the filter window which is accessible when you are in **Add/Edit Standards**.

18. **DO NOT select the standards with the flag**  **These DO NOT feed into the assignment.** Standards with an **RC** behind it are the **category headers** which will appear on the **report card**. All standards listed UNDER them will feed into the final grade for this category.

Please do not Auto Calculate the mark this would automatically fill in a % which will place it at higher mark of the Standard

19. Click **Publish** tab to set when this assignment will be published. Students and parents will not see it in the portal until it is published. This allows you to:

1. Set up your gradebook in advance
2. Have time to collect and enter marks before it is viewed by students and parents
3. To publish students' scores once you've scored the assignment, check **Publish Scores**

20. Click **Save and Close**

Always grade the assignment outcomes, do not use the Standards Progress to grade the student. That is only for professional judgement at the end of term.

Physical Education, Fine Arts (Music, Art, Drama), CTF, and Wellness

These courses will NOT have a holistic grade (%) attached to them.

On the report card, the score will be blank. **Reporting is on outcomes**

1. Create a summative assessment for the class. (needs to be summative to feed into Report Card).
 - . Select points, and assign a mark of "10".
 - a. Select standards (outcomes)
2. When you enter marks for the assignment, select "**Collected**" from the **score inspector** to fill the score column.
3. **If one assignment alone is being used for the entire term or course**, a description/summary of the focus of the term or the course is given

Teacher Comments for Report Cards

Individual Students for a SUBJECT Area "Please keep comments brief"

These are viewed on the report card under Teacher Comments below the grades for the subject.

1. Click **Grading** on left side menu
2. Select **Scoresheet**. Be sure, when working in the scoresheet, you have selected the proper semester (in the top right hand corner).
3. Locate the **GRADE** column.

4. Click on the **RIGHT holistic (%) grade** for the subject.
5. Click on the **Comment icon** in the right corner. A comment box will open up. Type your comment in. Refer to outcome breakdown and best practice of comment writing to assist you. You will have 400 characters. **Be specific and succinct.**
6. You can switch to the next student by clicking on the **GRADE** box or by it using the up/down arrows beside their name in the **Score Inspector**.
7. Click **Save Scores** (bottom right). A comment icon will now appear in the Grade Column.

LEARNER ATTRIBUTES Homeroom at the end of Term

Teacher “personal” notes to parents about their child. Viewed on the report card.

“Please keep comments brief”

1. Choose **HOMEROOM** from the dropdown top center menu.
2. Choose **Grading** on the left side menu
3. Under **Grades** choose **Standard** (your class list will show)
4. Enter comment where the arrow is pointing (LSW Column with the Comment bubble. Enter comment where the arrow is pointing (LSW Column with the Comment bubble. **DO NOT use Score Inspector window** to enter comments as they will not show on the report card)
5. Click in the Attribute term box and the **Score Inspector** will pop up. Choose your indicators for each of the learner attributes.
 - Click save (bottom right)

Enter one overall comment for the term here

| Class Grade: T1 | | Calculation: Category Weighting | | | | | Grade: -- | |
|-----------------------------|-------|---------------------------------|------|------|------|------|-----------|--|
| Grade Issue Type: (100 - 0) | | | | | | | | |
| STUDENT (25) | T1 | LBV | LBVI | LBVQ | LBVS | LBVA | LBVE | |
| 1. Adams, Mitchell | -- -- | CON | CON | CON | CON | CON | CON | |
| 2. Ahti, Jayden | -- -- | | | | | | | |
| 3. Billings, Lucas | -- -- | | | | | | | |
| 4. Bishop, Helaina | -- -- | | | | | | | |
| 5. Blazenko, Madi | -- -- | | | | | | | |
| 6. Bona, Will | -- -- | | | | | | | |
| 7. Brakke, Ryver | -- -- | | | | | | | |
| 8. Davies, Tanner | -- -- | | | | | | | |
| 9. Edmunds, Logan | -- -- | | | | | | | |
| 10. Ernst, Joel | -- -- | | | | | | | |
| 11. Graeger, Alex | -- -- | | | | | | | |
| 12. Hunter, Madlean | -- -- | | | | | | | |
| 13. Krahe, Heidi | -- -- | | | | | | | |
| 14. Lubbe, Andrew | -- -- | | | | | | | |
| 15. McAleese, Sydney | -- -- | | | | | | | |

Set up HIGH SCHOOL

“This document does not replace PowerTeacher Pro Guide to Traditional” please refer to that Document for more information.

CESD Website>Division Services> Learning Services> Assessment”

Viewing Division Set Categories

1. Click Grading on left side menu
2. Click Categories. You will see a list of Division Set Categories (*they have a little house beside them*).
3. **If you want to add a new category, go to the next step. However, be careful not to duplicate the names** (*i.e. if division's is Quiz and yours is Quizzes, this will confuse the program and may cause you to pick the wrong category in the assignment*)

Choosing Division Set Categories and Setting Up Weighting

1. Click **Settings** on left-hand menu bar
2. Click **Traditional Grade Calculation** (*this must be done separately for each subject that you teach*) *If Admin change your course from S1 to a full year this will need to be done again*
3. Select the desired course
4. Click on the pencil under **Actions**
 - i. **Under Type, click on blue drop down arrow- choose Category Weighting** (it defaults to total points)
 - ii. **Click on Attribute-** select the desired category by clicking on blue arrow
 - iii. **Under Weight adjust the weight of selected category to desired weight as point or %.** All categories chosen must equal 100% or 1.0
 - iv. **Click at top right to add another category.**
 - v. **Continue these steps until you have all your categories set up**
 - vi. **Select your next course and repeat steps i-v.**

****Note: the “little box with a 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.**

Setting up Traditional Grades

You will set up your class categories in correspondence with the course S1, S2 or Y1
 Example: Yearlong course

Y1 Reporting Term for P1(A-B) Physical Education 10 [X]

Formula Drop Low Scores

Calculate Overall Class Grade

| TYPE | ATTRIBUTE | WEIGHT | PERCENT | |
|-------------------------|--|--------|---------|---|
| Category Weighti... [v] | <input type="checkbox"/> Activity for Life [v] | 1 | 25% | - |
| Category Weighti... [v] | <input type="checkbox"/> Benefits of H... [v] | 1 | 25% | - |
| Category Weighti... [v] | <input type="checkbox"/> Cooperation [v] | 1 | 25% | - |
| Category Weighti... [v] | <input type="checkbox"/> Do It Daily [v] | 1 | 25% | - |

DO NOT ENTER anything in T1 T2 or T3 remove all calculations
Make sure the Calculate Overall Class Grade is unchecked

T1 Reporting Term for P1(A-B) Physical Education 9

Formula Drop Low Scores

Calculate Overall Class Grade

| | |
|----|-----------------------------|
| T1 | No Overall Grade Calculated |
|----|-----------------------------|

Student Quick look up

0% will show in the T's, but the final mark will be in the Y1 box

| Course | Q1 | T1 | Q2 | S1 | T2 | Q3 | Q4 | T3 | S2 | Y1 |
|---|----|----|----|----|----|----|----|-----|----|----|
| Physical Education 10 [i] [redacted] Rm: Large Gym | | 0 | | | 0 | | | [i] | | 90 |

Creating a New Category

1. Click **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 a color 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. 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 in case you have forgotten what you already have

Creating an Assignment

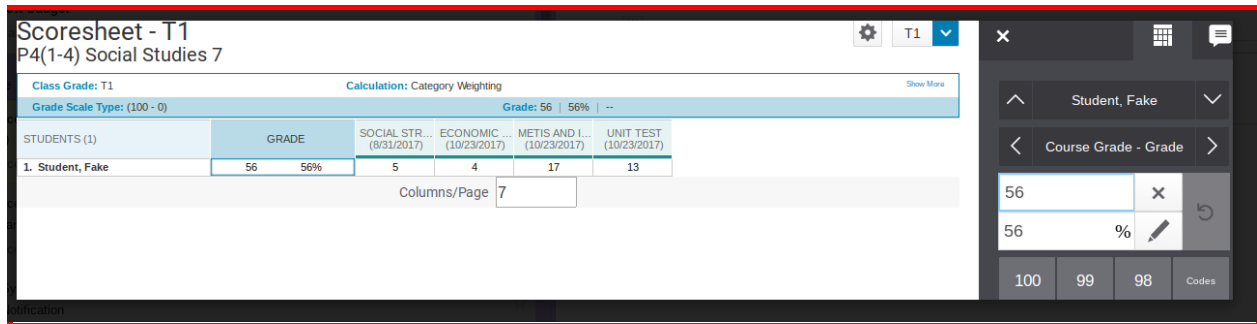
1. Click **Create**
2. Select **Assignment**
3. Pull down the **Select Classes menu** and select one class. It will default to the class you are in
4. Click outside the **Select Classes menu** to close it.
5. In the box to the right of **Assignment Name**, enter the name of the assignment, such as Addition and Subtraction of Equivalent Fractions.
6. 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.
7. Select a score type, such as Points, percent or **Collected Only**
 1. **Points** - if I have an assignment that is out of 10 points (e.g 7/10)
 2. **Percent** - if I have an assignment that is out of a percent (e.g. 7/10 = 70%)
 3. **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**
8. Enter the number for score entry points. You may choose point or percent
9. To include the assignment in students' final grades, verify that **Count in Final Grade** is selected
10. Use the default **due date** of today's date or set the date and enter a description of the assignment.
11. Click the **Students** tab at top of box. It defaults to **Show Selected Students** and the entire class will show up.
12. To apply the assignment to a selection of students, click **Add/Remove Students**.
13. Unclick the box beside filter
14. Choose the students you want included in this assignment.
15. Click **Publish** tab to set when this assignment will be published. Students and parents will not see it in the portal until it is published. This allows you to:
 - i. Set up your gradebook in advance
 - ii. Allows have time to collect and enter marks before it is seen by students and parents
16. Open the **Publish Assignment** menu and choose when you want to publish the assignment for students and parents.
17. To publish students' scores once you've scored the assignment, check **Publish Score**
18. Click **Save and Close** at the bottom of the Create window

Comment for Report Card Subject Areas

1. Choose your class (ie Chem 20)
2. Click **Grading** on left side menu
3. Click **Scoresheet**
4. Click in the GRADE column (comment only, click in the box for the appropriate term/semester)
5. Type in comment that represents the specific areas of growth, areas needing attention and the plan (relative to learning outcomes). Remember you only have 400 characters.
6. You can switch to the next student by clicking on the GRADE box or by using the up/down arrows beside their name in the **Score Inspector**.
7. Click **Save** (bottom right)

View or Make Changes to the Final Grade

1. Click on **Grading** on left side menu
2. Click on **Scoresheet**
3. You will see the current grades for the subject you have selected
4. 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**
5. If you change your mind, the "undo" button will change it back to the previous grade.
6. Make sure to change both boxes



To View Category Total Grades (checking grades are correct)

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

| S2 | CLASSWORK | PROJECT | QUIZ | TEST | SUMMATIVE | FORMATIVE | EXAM | EXPERIMENTS |
|--------|-----------|---------|--------|------|-----------|-----------|------|-------------|
| 80 80% | -- | -- | 80 80% | -- | -- | -- | -- | -- |
| -- | -- | -- | 80 80% | -- | -- | -- | -- | -- |

Comment Verification for Report Cards

Printing the Comment Verification for Admin/Office

1. Click Grading on left side menu
2. Click Comment Verification
3. Click on Final Grade Status (you can make a comment to the Admin Support here)
4. Tick the little box at the top
5. Save in this box
6. Control P to print.
7. Remember to write your name on the top before submitting the printed report as the system won't put this on. (We are asking for a fix for this)