

# PowerGrade Instruction Sheet

This describes the process from beginning to end. It will aide you in entering grades and creating categories. This tutorial assumes this is the VERY FIRST time. Some of the boxes that come up for the first time will not come up again.

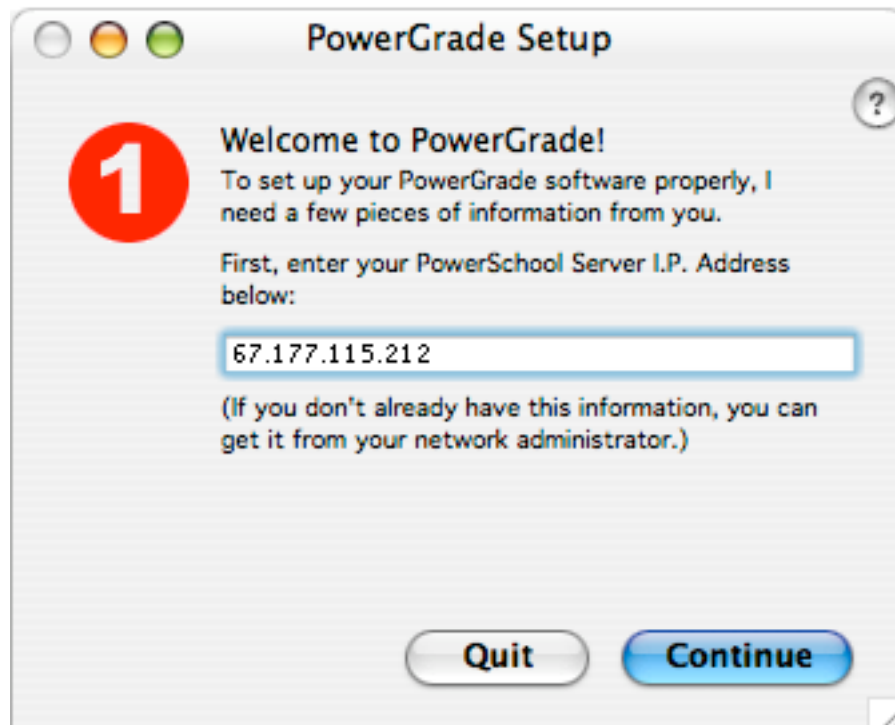
The first section is really for teachers that haven't installed PowerGrade on their computers at school.

The second section deals with opening PowerGrade, creating Assignment Categories, Creating Assignments, Entering Grades, and other setup items.

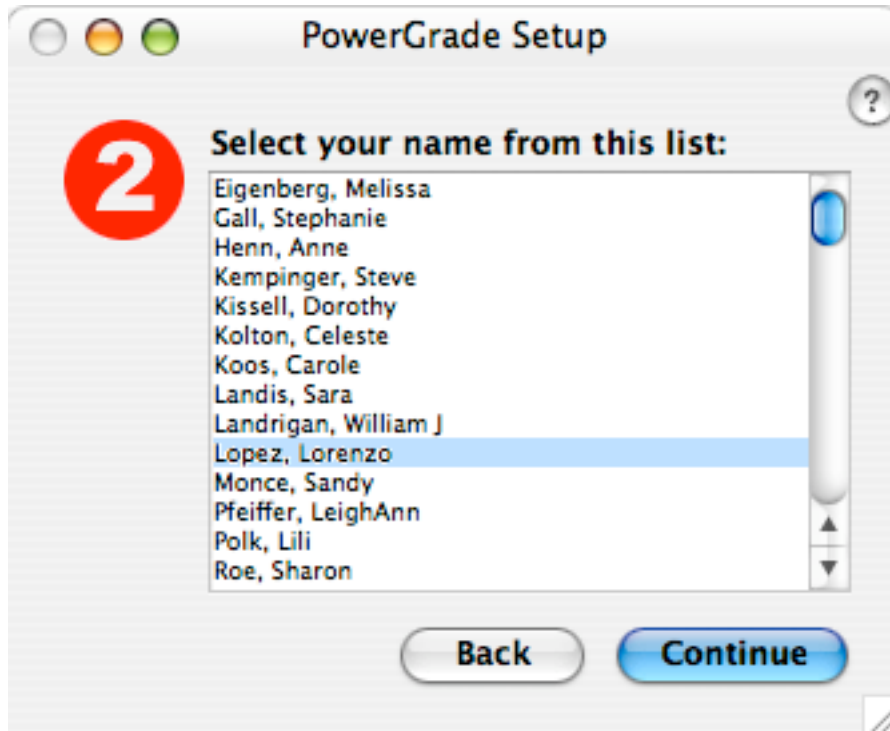
The third section deals with the process of exiting PowerGrade. I'm hoping the visual aides will help.

## SECTION 1 – INSTALLING POWERGRADE

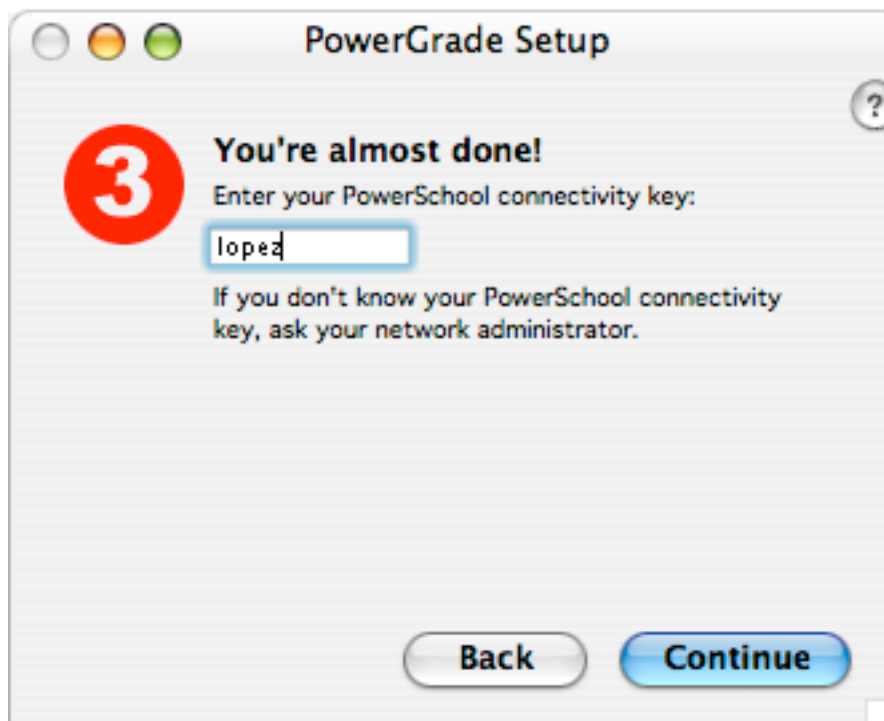
1. Go to: <http://members.kconline.com/sacredheart/Powerschool>
2. Search for PowerGrade Download at the bottom
3. Choose your download (Either Windows or Mac).
4. Install PowerGrade
5. Restart your computer
6. Open PowerGrade
7. PowerGrade will ask you for the PowerSchool server I.P. Address. Our address is "69.95.46.24:8080". Type that in the box as shown below and click "Continue".



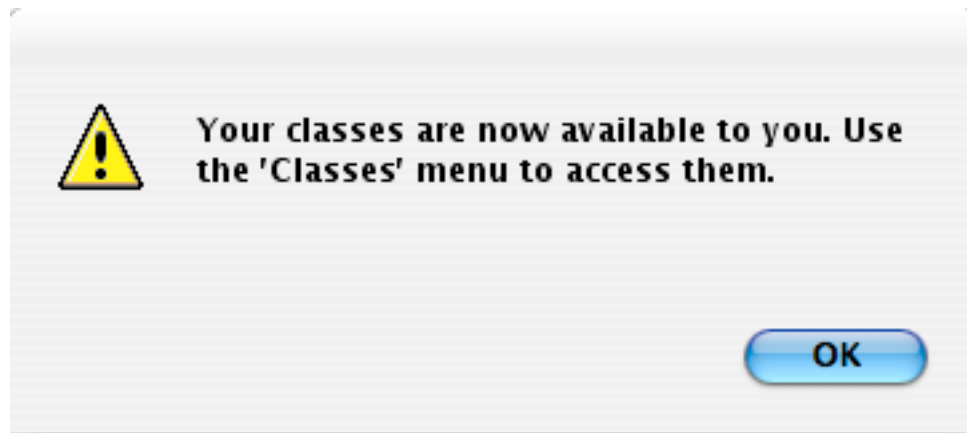
9. The next step will be to find your name on the list, click on it, and click “Continue”  
(Don’t click my name☺)



10. The next step is to enter your “Connectivity Key” which authenticates your computer to synchronize your grades to the PowerSchool server. If you do not know your connectivity key, please send me an E-Mail or ask your principal.



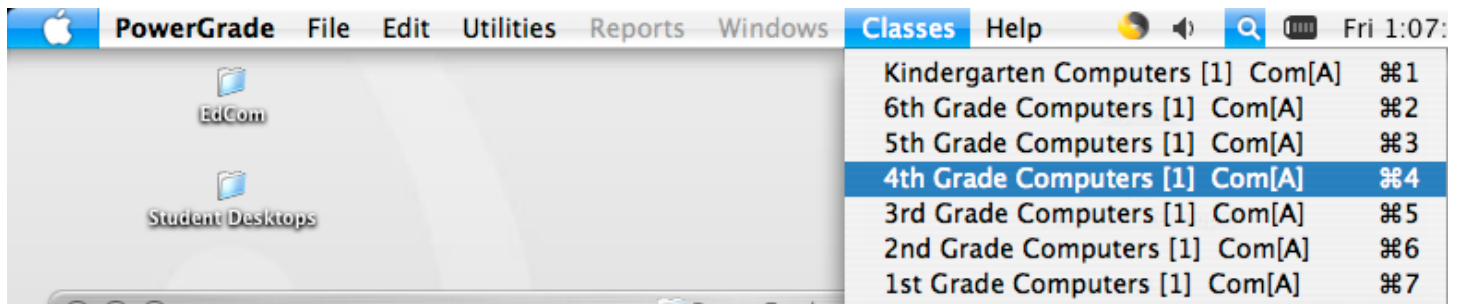
11. After you enter your last name and click continue, this box appears.



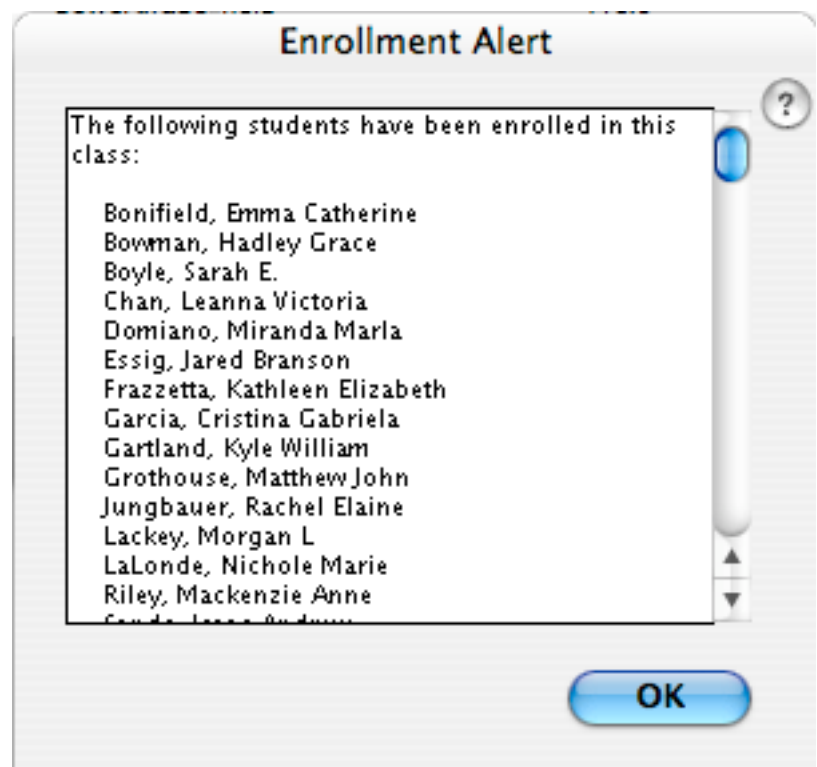
## Opening your classes & Entering Grades

12. Click on the Classes menu at the top of the screen.

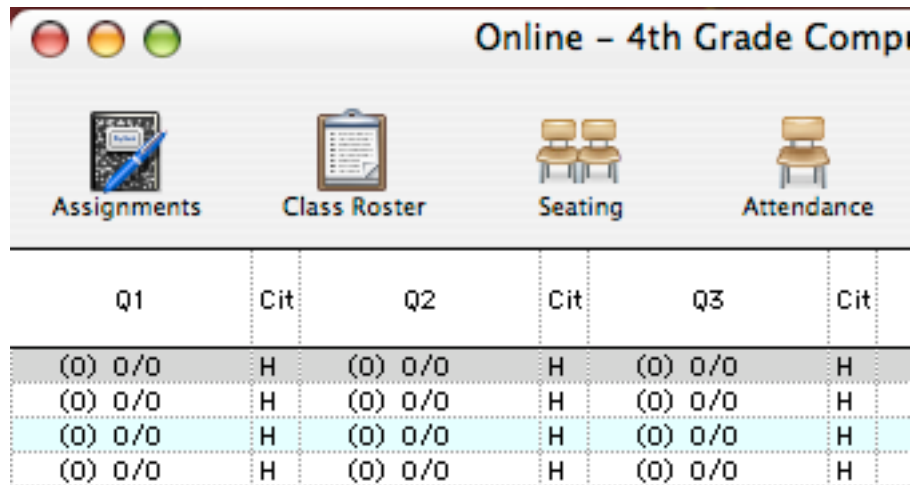
13. Choose your class.



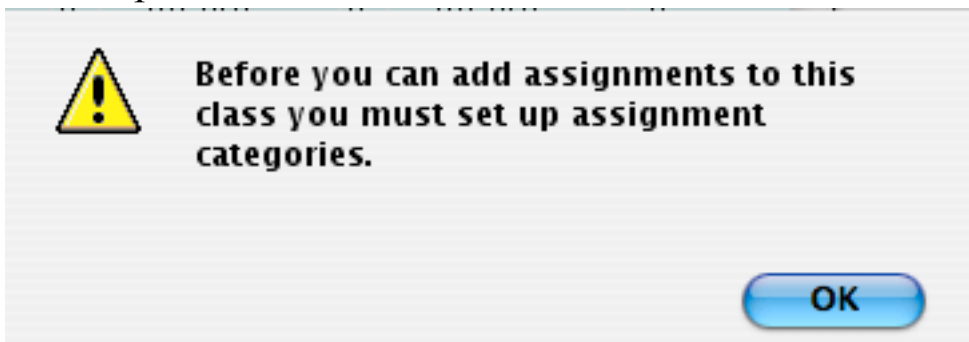
14. This Enrollment Alert shows you who is enrolled in the class you chose in the previous step.



15. When you click OK, a screen comes up that looks similar to this. This is only a partial screenshot of what you will see. Click Assignments to create assignments for your students.



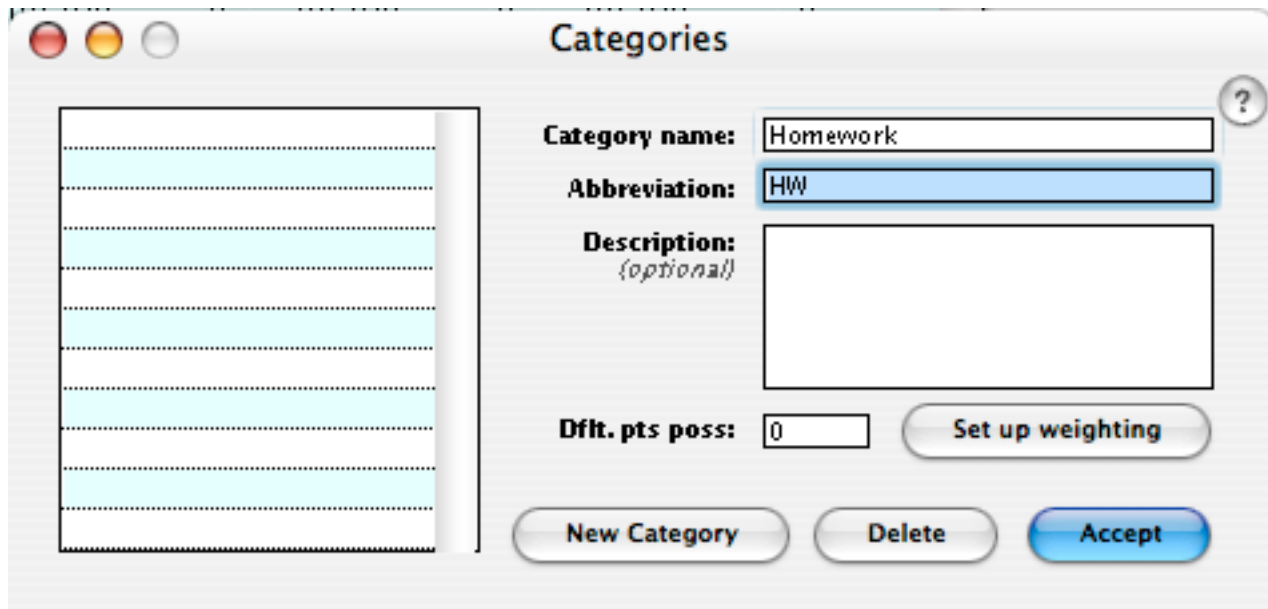
16. IF this is the FIRST time you have chosen this class, a window that looks like this will show up:



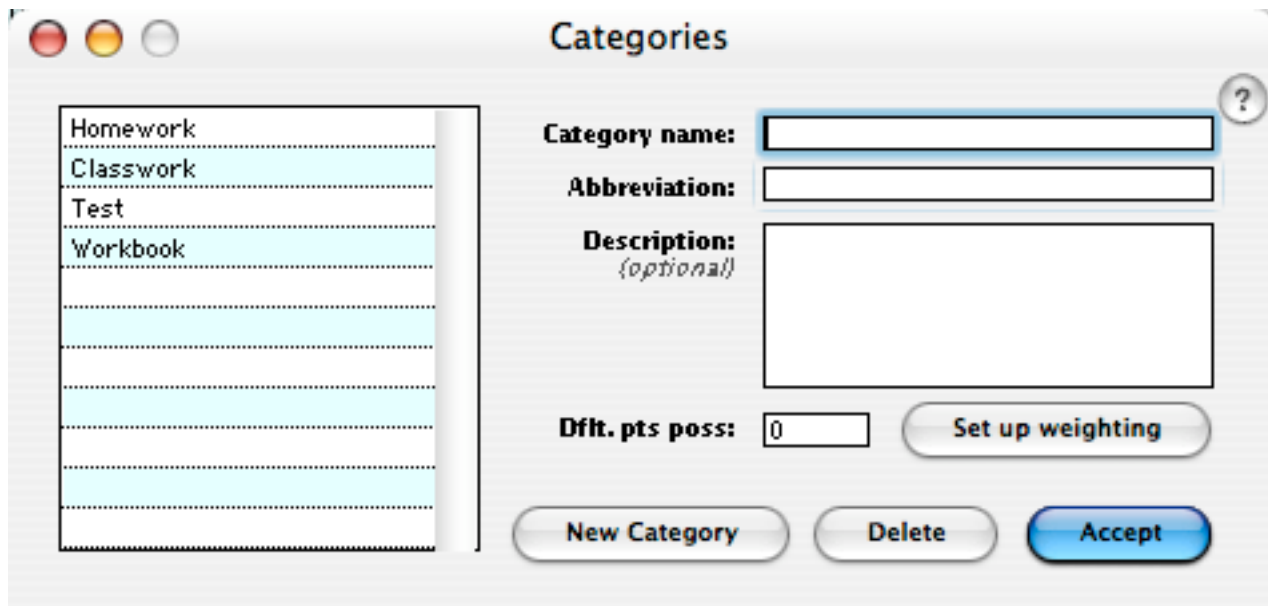
You will need to create categories before you can create assignments.

17. This is the category screen (see next page). Basically, you should just enter a category name (Homework) and Abbreviation (HW). This will make more sense for teachers that weight grades based on assignment categories (60% = Tests, 20% = Quizzes, 20% = Worksheets). If you weight grades, those will be your categories. I have been instructing teachers that don't weight grades to enter just one category and call it "Assignments" with the abbreviation "ASMTS".

If you have any other questions about this window, please send me an E-Mail at [llopez@fw.diocesefwsb.org](mailto:llopez@fw.diocesefwsb.org) and I'll do my best to assist you.



Click ACCEPT each time you are finished creating a category in order for it to register.



18. When you've finished entering all your categories you want, you need to complete one more step. Weighting. Do NOT click Set up weighting until ALL of your categories are set up. **YOU DO NOT HAVE TO COMPLETE THIS STEP UNLESS YOU WEIGHT GRADES.** When you click on this button, you will see Q1 (or the earliest final grade if you are setting up a semester 2 class, etc). Refer to the next page for screenshots of what your beginning and ending product should look like. Click on the + button to create more *factors*. Create as many factors for as many categories that you have. Change the factor type for each factor to "*Category Points*" and change the second column to the names of the categories. Do this for both columns by using the black down arrows in the column. Now you set the weight for those categories. You can see in my example that I set a 60/20/20 weight for three categories. Once this *Quarter* is set up, click accept.



One final *important* step is to make sure that you have your Y1 (Whole year) final grade set up correctly. See the screenshot on the next page to see how that screen should look like. You need 4 factors (One for each quarter). The factors should be “% from another final grade” and the second column should be individual for each quarter, and 25% weight for each quarter to equal 100%. If this doesn’t make sense, please let me know and I’ll explain it.

Final Grades Setup

FG Name: Y1

Start Date: 08/16/2006 End Date: 05/29/2007

Show on spreadsheet

This final grade is calculated using these factors: + -

Factor Type	Asmt/Cat/FG Name	Drop	Weight
% from another final grade	Q1	0	25.00
% from another final grade	Q2	0	25.00
% from another final grade	Q3	0	25.00
% from another final grade	Q4	0	25.00
Total weight:			75.00

Cancel Accept

19. When you close the category window, the Assignment window automatically comes up. You will need to do the following to create your assignment. See next page for instructions.

- 1) Choose the category
- 2) Give it a name “Workbook P 25 (1-30)”
- 3) Give it an Abbreviation “WKBK P25”
- 4) Enter Points Possible (25)
- 5) Weight – This is only for assignments that should be counted double (value is 2). Otherwise, the value is always 1.

Due Date	Name

**Assignments**

Category: Homework

Name:

Abbrev:

Pts. poss:  Weight:

Date due:

Description:   
(optional)

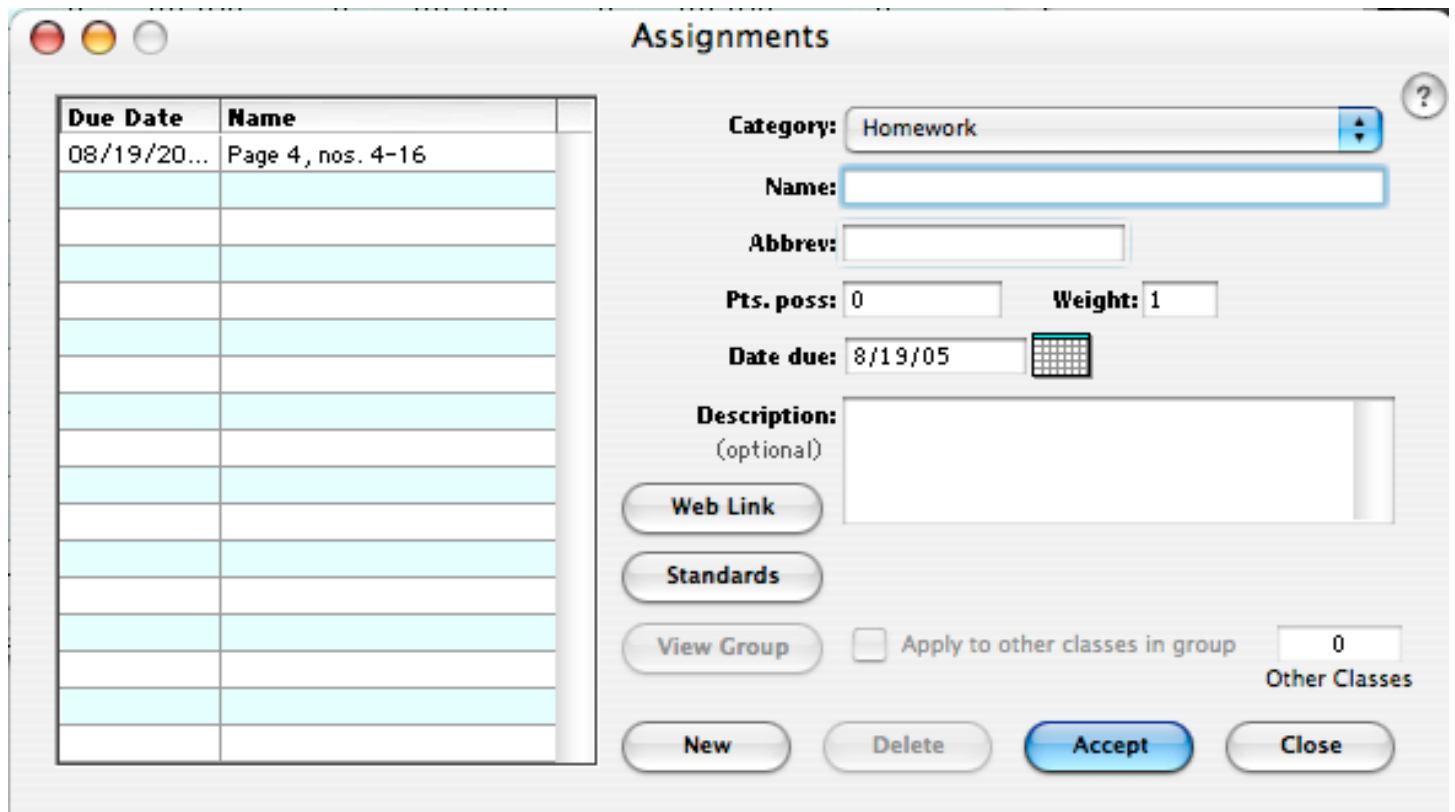
Web Link

Standards

View Group  Apply to other classes in group  Other Classes

New Delete **Accept** Close

20. After you create the assignment, click **Accept**, your window should look like this: See next page for screenshot.



Click **Close** to close this window and go to your gradebook.

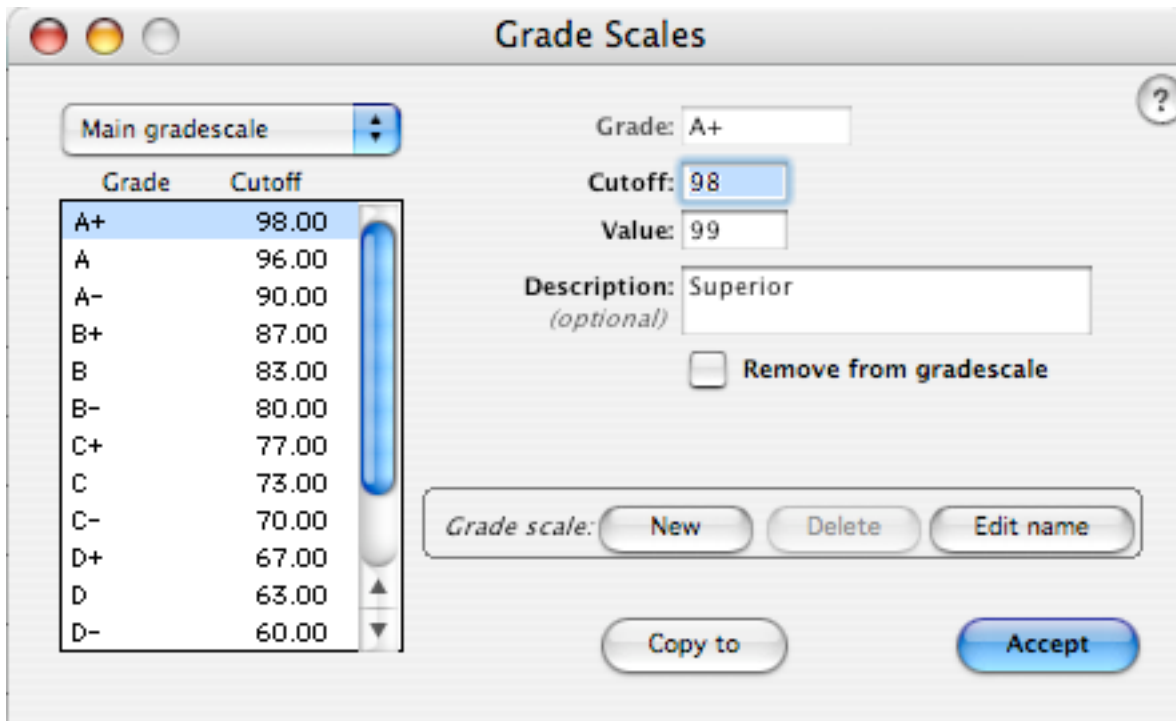
21. Enter your grades in the column under the newly created assignment, and next to the child's name. PowerGrade will automatically calculate the percentage & letter grade.

11.	Jungbauer, Rachel Elaine	A+ (160)	40/25	H	(0)	0/0	H	(0)	0/0	H	(0)	0/0	H	A+ (160)	40/25	H	40
12.	Lackey, Morgan L	B+ (92)	23/25	H	(0)	0/0	H	(0)	0/0	H	(0)	0/0	H	B+ (92)	23/25	H	23
13.	LaLonde, Nichole Marie	B+ (90)	22.5/25	H	(0)	0/0	H	(0)	0/0	H	(0)	0/0	H	B+ (90)	22.5/25	H	22.5
14.	Riley, Mackenzie Anne	C- (79)	19.8/25	H	(0)	0/0	H	(0)	0/0	H	(0)	0/0	H	C- (79)	19.8/25	H	19.8

22. At this point, you can check the percentages to make sure your **Grade Scale** is set up correctly. If it is not, we can set this up now. Click on **Windows -> Grade Scale** to set this up. To change a cutoff (lowest possible percentage), simply click on the **letter grade** (A+ in this example) and change the **cutoff** to the correct cutoff. Hit **Accept**. Now you can move to A, or the next letter grade in your scale. Remember to hit **Accept** each time you change a cutoff or else your changes won't be saved.

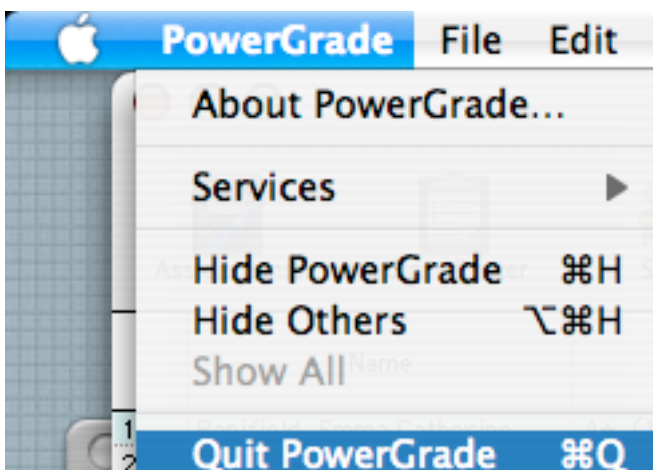
When you are finished with your grade scale, you can **Copy To** other Classes that you teach so you don't have to do this 10 times (or 25 or more times in the case of some PE / Art teachers). Just click on **Copy to** and check the classes you want to copy the scale to,

and *voila!* All done. Close the window by clicking on the little red dot or red X in windows.



## Section 3 – How to Quit PowerGrade

22. PowerGrade will always keep a backup of your data, but if you're working at home, this is an important step. You must make sure PowerGrade synchronizes with the PowerSchool server. It will automatically sync when you quit.



Click on Quit PowerGrade in the menu to the left.

Click OK to start the sync process



Click OK to acknowledge the backup was successful.



Please feel free to send me an E-Mail any time and ask any questions. I check my E-Mail regularly and am more than happy to answer your specific questions about PowerGrade. My e-Mail address is [llopez@fw.diocesefwsb.org](mailto:llopez@fw.diocesefwsb.org)

Also, please note that I did not create PowerSchool or PowerGrade, I'm only here to troubleshoot issues. The customization abilities I have are very limited.