

PowerTeacher Quick Reference

Taking Attendance

An attendance indicator icon appears next to each class. The color of the dot indicates whether or not you've taken attendance for that class.

1. Click the chair icon next to the class for which you want to take attendance.
2. Choose the appropriate attendance code from the **Current attendance code** popup menu.
3. Click the cell next to each student who is absent or tardy to insert the code you chose from the pop-up menu.
4. Click **Submit**.

Accessing Student Information

1. Click the backpack icon next to the class you want to view.
2. Click the student's name.
3. Choose a student page to access from the **Select screens** pop-up menu. Clicking on a student's last name takes you to the default student screen. Clicking on their first name takes you to the last page you worked with.

Accessing PowerTeacher Help

To access the PowerTeacher Online Help, click the Help icon, which looks like a question mark.

Gradebook Quick Reference

Creating Categories

1. On the gradebook menu bar, choose **Tools > Categories**.
2. Click the **Plus (+)** button in the lower left corner of the window. Enter information.
3. Click **Close**.

Add Assignments

1. Select a class, then click the **Assignments** or **Scoresheet** tab.
2. Click the **Plus (+)** button. Enter information.
3. Click **Save**.

Open the Score Inspector

1. Select a class from the Classes pane, then click the **Scoresheet** tab.
2. From any assignment field (or Final Grade field) within the Scoresheet, press **COMMAND+click** (Mac) or **right-click** (Windows) and select **Score Inspector**.

Enter a Score

1. Select a class, then click the **Scoresheet** tab. Or, open the **Score Inspector**.
2. Click the assignment column of the student for whom you want to enter a score.
3. Enter the score using one of the following:
 - On the **Scoresheet** window, press **ENTER** or **RETURN**. Click **Save**.
 - On the **Score Inspector** window, use the **Previous** and **Next** arrows to repeat for each student, then click **Close**.

Mark Assignments

1. Select a class, then click the **Scoresheet** tab. Or, open the **Score Inspector**.
2. Click in the assignment column of the student for whom you want to enter an assignment status:
 - On the **Scoresheet** window, press **COMMAND+click** (Mac) or **right-click** (Windows) and select **Collected**, **Late**, **Exempt**, or **Missing**. Click **Save**.
 - On the **Score Inspector** window, select **Collected**, **Late**, **Exempt**, or **Missing** checkbox. Click **Close** to save.

Add a Score Comment

1. Open the **Score Inspector** and select the assignment of the student you want to update.
2. Manually enter score comments in the **Comment** field and/or click **Comment Bank** to select one or more predefined comments.
3. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
4. Click **Close** to save.

Add a Final Grade Comment

1. Open the **Score Inspector** and select the final grade of the student you want to update.
2. Manually enter final grade comments in the **Comment** field and/or click **Comment Bank** to select one or more predefined comments. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
3. Click **Close** to save.

Manually Override Final Grades

1. Select a class from the Classes pane, then click the **Scoresheet** tab.
2. Choose a term from the **Filter By Reporting Term** pop-up menu.
3. Open the **Score Inspector** and select the final grade of the student you want to update. The final grade field appears highlighted.
4. Select the **Manual Override** checkbox. Enter the new grade in the appropriate field, and enter any comments in the **Comment** field, if applicable. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
5. Click **Close** to save.

Reports

The following reports are available on the gradebook Reports tab: **Attendance Grid**, **Category Total**, **Final Grade a Comment Verification**, **Individual Student Report**, **Missing Assignment**, **Scoresheet**, **Student Multi-Section**, and **Student Roster**.

Gradebook Help

To access the PowerTeacher gradebook Online Help, click **Help > Contents** on the menu bar.