Connecticut Technical High Schools

Navigation Bar Overview

After the Gradebook opens take a look at the 6 Tabs of the Navigation Bar on the **right** side of the Gradebook.

They are:
Scoresheet, **Assignments**, **Students**, **Grade Setup**, **Class Info** and **Reports**

(A brief description of each TAB is included below)

Scoresheet:

The gradebook opens to the Scoresheet.
Enter grades in the Scoresheet.
Here you view your classes.
The classes can be viewed in different ways by filtering.
The different ways to filter are listed under the tab.
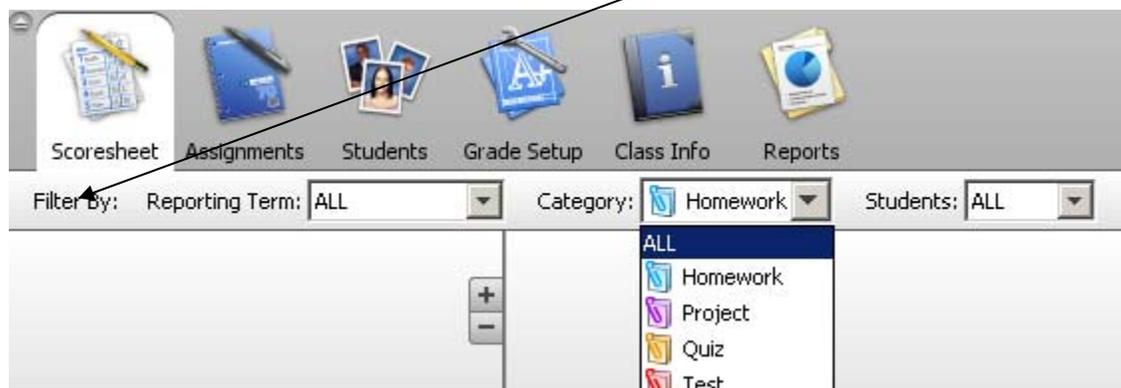
A Manual Override for the Final Grade is available through the Score Inspector. (See **Score Inspector** Update Final Grades - Manual Override)

Assignments:

Assignments contain the criteria you use to grade your students.
There are **Four Pre-Set Categories** (Homework, Project, Quiz and Test) which you can modify. (Yes you can edit the existing categories!)
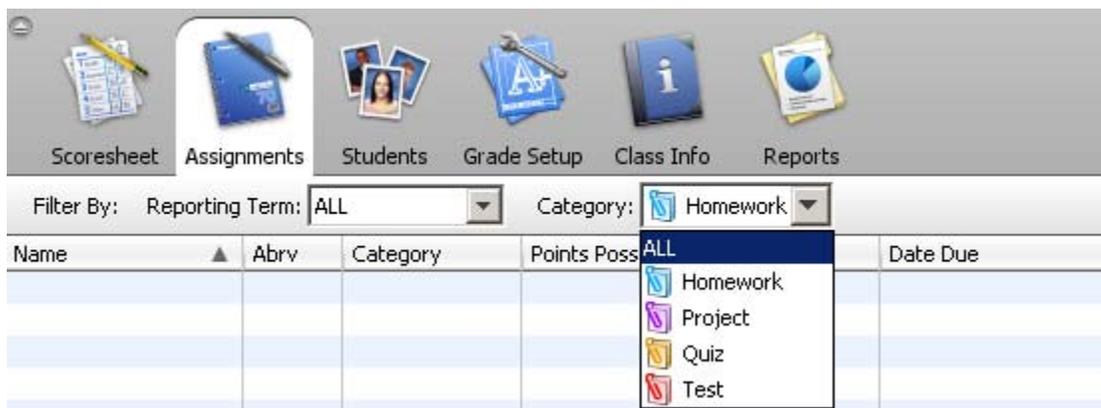
Before you can use the Scoresheet, Assignment categories must be defined. (To define Categories, See section on <u>To use your Scoresheet (Gradebook) First set up your CATEGORIES</u>):

Students:

From here you can see student data: demographics, and emergency info.
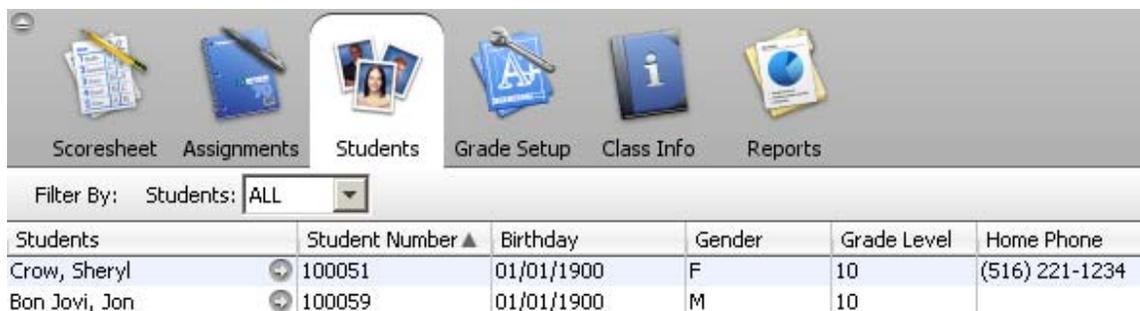
Grade Setup:

Use this tab to set up the final grade calculation for a reporting term.

Final Grade Setup applies to a specific class and must be set up within each class.
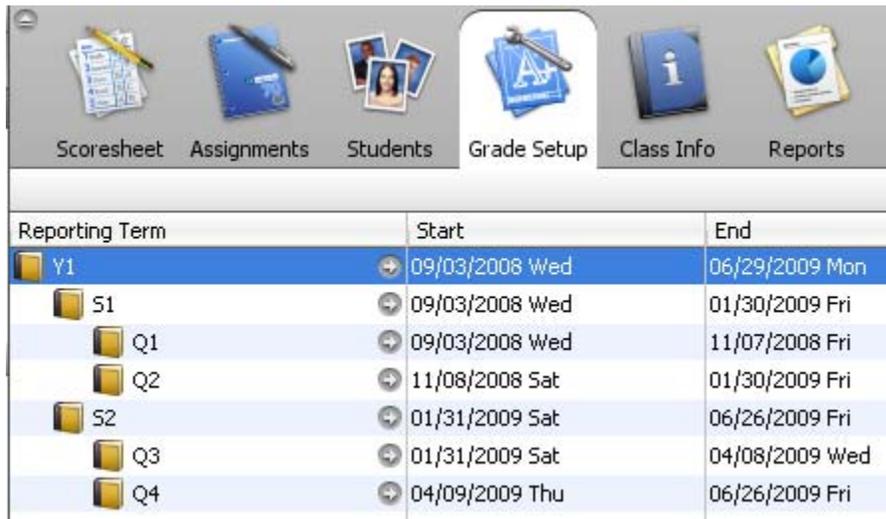
There are three (3) options for calculating the Final Grade:

- **Total points -** the default.
- **Term weights –** to give each reporting term a different weight.
- **Category weights –** to assign percentages to each category.
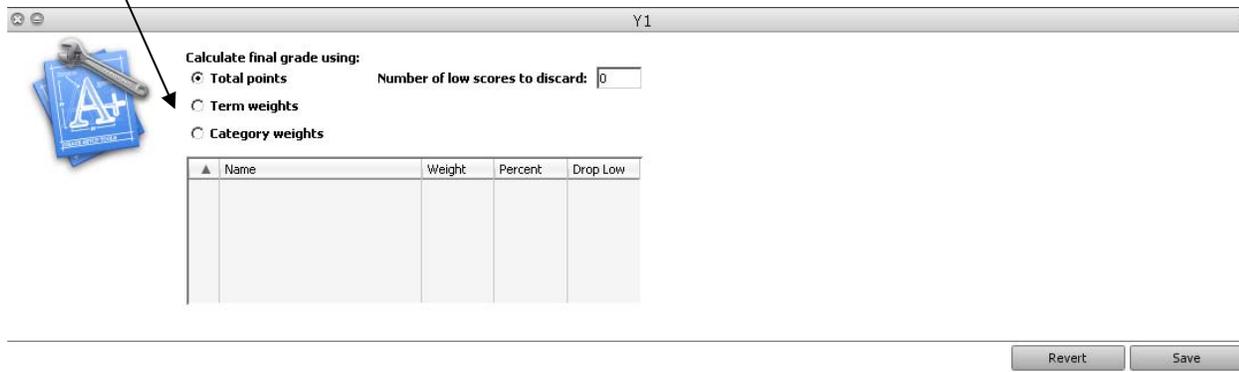
Class Info:

Use this tab to see view the following information about your class.

Reports:

There are seven reports available. Click on the Reports Tab. Select the report, report options, then click on **Run Report.**

You will need to select where to Save the Report. (You can create a Folder named Gradebook Reports to save all the reports.)

1. Attendance Grid Report

Uses:

- For out of classroom events, such as field trips
- Class list for noting class participation

2. Category Total Report

Uses:

- Analyze student performance (Compare categories) Teachers can analyze how students perform on tests versus homework (or compare other categories) which, in turn, may have an effect on how they weight their grades.

3. Final Grade and Comment Verification Report

Uses:

- Confirm Grades and Teacher Comments for Report Cards

4. Individual Student Report

Uses:

- Conferences

5 Missing Assignment Report

Uses:

- Keeping track of class work
- Target students who need extra help

6. **Scoresheet**

Uses:

- Provides paper copy of Gradebook

7. Student Roster

Uses:

- Emergency contact for trips

*Tip***:**

You have access to PowerTeacher Web Gradebook Help at any time from the Gradebook Menu Bar.

Choose **Help > Contents**.