

## Viewing and Adding Class Descriptions

The gradebook includes view-only details about each class you teach, such as the course name, course number, section number, period, term, start date, end date, and associated grade scale. Add more details about the class, such as a description or the syllabus, that will be visible in the PowerSchool Student and Parent Portals, and in PowerSchool Mobile.

To add a class description:

1. At the top of the gradebook window, select a class
2. In the upper-right corner, select the term in which the class meets, if different from the current term
3. Click **Settings**
4. Select **Class Descriptions**  
  
The details pane for the selected class opens.
5. Enter the class description, syllabus, or other details in the Description field
6. Click the arrow to the left of another class name to open the details pane and add a description
7. Click **Save**

## Setting Up Display Preferences

Customize the display settings to control how class names appear in your gradebook—by period and day, by section number, or alphabetically. Additionally, define whether or not to show standards and traditional grades.

To set up display preferences:

1. Click **Settings**
2. Select **Display Settings**

3. Open the "Display and Sorting" menu and select an option, such as **Section Number (sort by Course Name)**, to change the way class names appear
  4. Check **Show Traditional Grades** to display traditional grades in the gradebook
  5. Then from the "Values to Show in the Traditional Grade Column" menu, select the types of grades you want to see, such as **Grade, Percent, and Points**
  6. Under Student Names, use the Display menu to define how students' names will appear in the gradebook, such as by first, then last name
  7. Use the "Sort Students by" menu to choose how to sort the lists of students, such as by first name
  8. To view new students' names at the bottom of class lists, check **Add newly enrolled students to the bottom**
  9. To conceal the names of pre-registered students from class lists, check **Hide pre-registered students**
  10. Click **Save**
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