Marking Assignments and Final Grades

Marking Assignments

Use one of two methods to score an assignment—score a single assignment from the Assignments page, or score multiple assignments on the Scoresheet.

To enter scores, score indicators, or comments for a single assignment:

1. Click **Grading**
2. Select **Assignment List**
3. Click the name of an assignment
4. Click in a student's score cell and type a score, such as `72`

   View the assignment summary above the list of students to see which score type to use.

5. Click the Comment icon in the Score Inspector
6. Enter a comment, such as `Needs to turn work in on time`
7. View the assignment summary above the list of students to see which grade scale type to use.
8. Click **Save**

To enter scores, score indicators, or comments for one or more assignments on the Scoresheet:

1. Click **Grading**
2. Select **Scoresheet**
3. Click in a student's blank score cell for the selected assignment and enter a score in the Score Inspector

4. Click the vertical Fill icon to fill all of the blank score cells with the score you entered in the Score Inspector
5. In the alert window that lists the number of scores that were filled, click **Ok**
6. Click in a different student's score cell for a different assignment and click the Exempt score indicator
7. Click **Save**

When you delete or edit a score, the values in the student's Course Grade column are grayed out because they are being edited. Once you click Save, the student's grades will be recalculated using the new score.

Working with Final Grades

Final grades are updated automatically throughout the term as you enter assignment scores in the gradebook. When the term comes to a close, however, you may have additional tasks to perform before submitting grades for report cards to make sure that your final grades are accurate.

To work with final grades, click **Grading** and use the links in the Grades section. Access the same links through the Quick Menu—the arrow next to the heading at the top of the grading pages.

Grades: Traditional - S1 ▾

Areas

Traditional

Standards

Comment Verification

Category Totals

All Reporting Terms
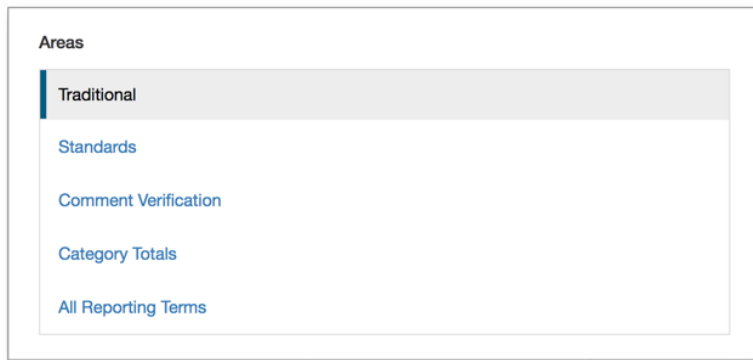
To modify a final grade:

1. Click **Grading**

2. Click **Traditional**

3. Click a student's final grade

4. In the Score Inspector, edit the student's grade

    For example, change a letter grade of A- to A, and a percentage of 91 to 94.

5. Click **Save**

    Notice that the student's final grade cell has a small triangle in the upper-left corner, which indicates that the grade has been modified manually.

A   94%   2081.65...
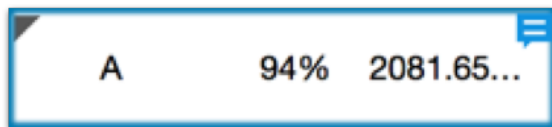
Recalculating Final Grades

Although final grades in PowerTeacher Pro are calculated automatically, you can force a recalculation, if necessary. Use the recalculate tool after making significant changes in the gradebook, such as adding multiple assignment scores for students who transferred from another class. Also, recalculate grades when at the district level tech person changes a setting that affects the gradebook, such as the grade calculation formula.

To use the recalculate tool:

1. Click **Settings**

2. Select **Recalculate Final Grades**

3. Select the classes in which you are recalculating grades

4. To recalculate traditional grades, check **Traditional Final Grades**

5. To recalculate standards scores, check **Standards Final Grades**

6. Click **Recalculate**