


## Power School- Part 2- Assignment and Grade Entry

*Objective: Create assignments for classes, entire grades, and customizing grades in the score inspector*

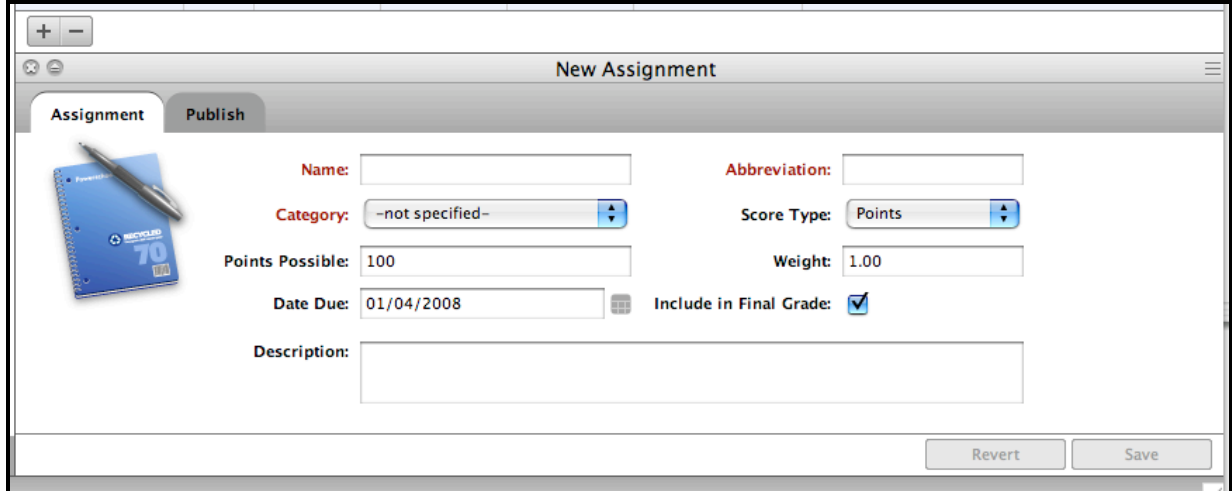
<b>Step 1</b>	<p>Use Safari or Firefox (Choose the browser you use most often) Go to ccps.org Staff Menu → Power School → <a href="http://sis.ccps.org/teachers">http://sis.ccps.org/teachers</a></p> <p>Bookmark the site for future use. Name: <b>email name</b> Password: <b>user created</b></p>
<b>Step 2</b>	<p>Click on <b>Gradebook</b> in the sidebar menu list. Click on blue button</p>  <p>A window will appear asking you to trust the certificate. A download will happen for Java. Each time you launch the gradebook the trust certificate will appear</p>
<b>Step 3</b>	<p><b>Modify the Current Classes window.</b></p> <p>Hover over the right side border until you see the crossbars and slide window. Hover over the bottom side border until you see the crossbars and slide window down.</p> <p><b>Pay close attention to the Class you have highlighted. This is the class (subject) in which you will start entering assignments.</b></p>

## Step 4

### Entering Assignments Two Options



#### Option 1: Use the Assignment button

A screenshot of the 'New Assignment' window. The window has a title bar with a close button, a maximize button, and a refresh button. Below the title bar are two tabs: 'Assignment' (selected) and 'Publish'. On the left side, there is a small image of a blue notebook with a pencil. The main area contains several input fields: 'Name' (text box), 'Abbreviation' (text box), 'Category' (dropdown menu with '-not specified-' selected), 'Score Type' (dropdown menu with 'Points' selected), 'Points Possible' (text box with '100'), 'Weight' (text box with '1.00'), 'Date Due' (calendar icon and text box with '01/04/2008'), and 'Include in Final Grade' (checkbox checked). At the bottom, there is a 'Description' text area and two buttons: 'Revert' and 'Save'.

Click the plus sign to see the window above.

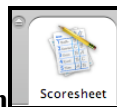
Enter assignment name. Tab to autofill the Abbreviation.

Choose Category. The score type and points possible will auto fill.

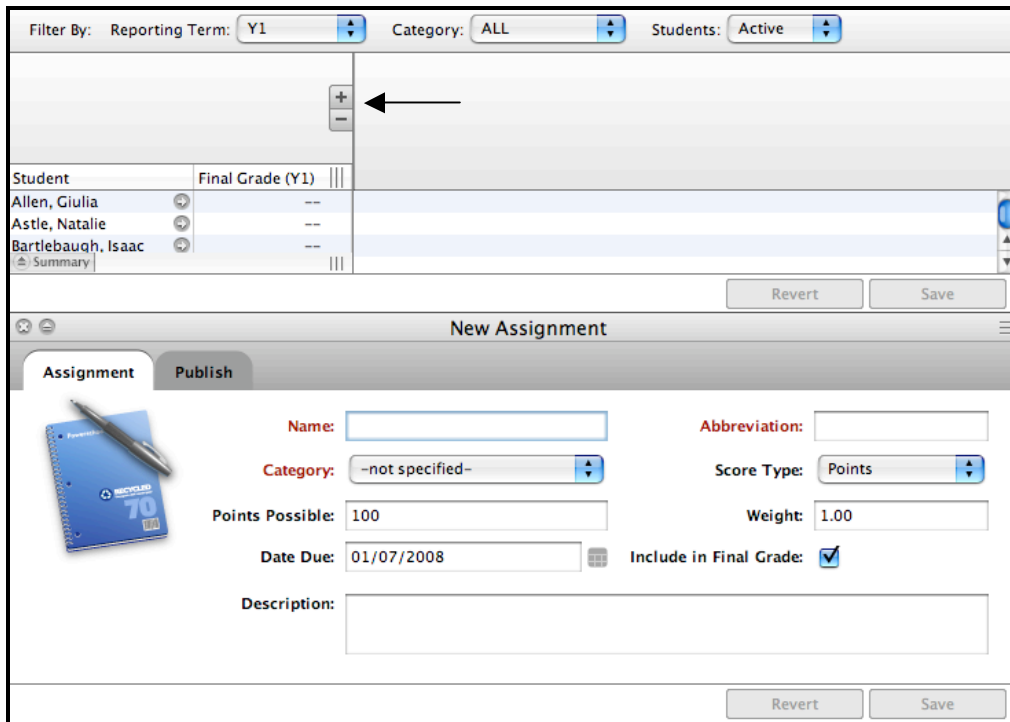
Modify date if necessary

Type description to clarify assignment.

**Click the save button for each new assignment**



#### Option 2: Use the Scoresheet button

A screenshot of the 'New Assignment' window. At the top, there are filter options: 'Filter By: Reporting Term: Y1', 'Category: ALL', and 'Students: Active'. Below these is a table with a '+' and '-' button on the left. The table has two columns: 'Student' and 'Final Grade (Y1)'. The table contains three rows of student names and their final grades. Below the table are 'Revert' and 'Save' buttons. The main area of the window is the same 'New Assignment' form as in Option 1, but with a different 'Date Due' of '01/07/2008'.

**Step 5** **Copy Assignments**  
 Under the Tools → Copy Assignment  
 Chose this option to copy assignments to another subject or group, e.g. art1, art 2, art3 all have the same graded assignments and expectations.

**Step 6** **Entering Grades**

Use the number pad to enter grades and hit Enter to work down the list.  
 Hold the Control key (ctrl) and click on the cell to see the Score Inspector.  
**Make sure to hit the Save button when finishing a row of grades.**

**Step 7** Summary- Click the Summary tab to see the Median, Mode, and Mean of your assignments.

**Step 8** **Report Menu**

Choose the report menu to create pdf files.  
 Be sure to name them appropriately for easy retrieval.

Name:	Description:
Attendance Grid	Student and date grid template for taking attend...
Category Total Report	Summary of category totals by section or by stu...
Final Grade and Comment ...	Final grades and comments by reporting term
Individual Student Report	Summary of class activity per student
Missing Assignment	Listing of assignments that have not been scored
Scoresheet	Student grade and assignment data
Student Roster	Student demographic information listed one row...