

## Gradebook Preferences in PowerSchool

### Sign in to Gradebook

1. Double click on the "Gradebook Login" icon on your laptop desktop
2. Sign in using your network username and password

### Gradebook Preferences

Use Preferences to indicate how you want grades to be calculated, stored, and displayed. Also, choose how to distinguish your different sections, format your Spell Check, show standard information, and hide pre-registered students.

1. Click the **PowerTeacher Gradebook** menu (Mac) or the **Tools** menu (Windows) at the top of the screen, and select **Preferences**
2. Format the grading options that meet your preferences or your school's policies
  - Rounded option - a grade of 89.75% would be rounded to 90%
  - Truncated option - the same grade would be calculated as 89%
  - You can choose to store grades with up to 5 decimal places
  - Choose to display final grades with letter grade, percent, or points earned. If all the check boxes are cleared, the Final Grade column will be blank.
3. Click **Section** located at the top of the window
4. Choose to identify your sections with period day or section number, and choose to list your classes with the course name or a custom name
5. Sort your courses by Period/Day, Section Number, or Course Name
6. Click **Student** located at the top of the window
7. Select **Hide Pre-Registered Students**
8. Click **Spell Check** located at the top of the window
9. Enable Spell Check in the background and manage your dictionary
10. Click **Standards** located at the top of the window
11. Select to display standards and measures in Final Grade mode, enable standards-based grading with assignments, and format the standard final grade calculations
12. When you are finished, click **OK**