

Entering Scores in PowerSchool Gradebook

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

Entering Scores

When entering scores, match the type of score to what you set up when you created the assignment; numbers for points and percentage, letters for letter grades. Scores can be entered individually or by using the quick-entry methods.

1. From the Scoresheet tab, click in the cell that is the intersection of the row containing the student's name and the column of the assignment you want to score
2. Enter the score, such as 25 or A
3. Press **Enter** to advance to the next student and **Tab** to advance to the next assignment
4. If you attach standards to the assignment, the Standard symbol "S" will appear in the Assignment header; click **S** to open the Standards Drawer and enter standard grades
5. When you have finished entering scores, click **Save**

The screenshot shows the PowerSchool Gradebook interface. At the top, there are navigation icons for Scoresheet, Assignments, Student Info, Grade Setup, and Class Content. Below these, the Reporting Term is set to 'S1' and the Mode is 'Assignments'. A '51 In Progress' button is visible. The main table displays student names and their scores for two assignments: 'CH 1 Q 1-50' (06/11/2010, pts: 10) and 'CH 1 Quiz' (06/11/2010, pts: 25). The table includes columns for 'Students (27)', '(S1) Final Grade', and the scores for each assignment.

Students (27)	(S1) Final Grade	CH 1 Q 1-50 06/11/2010 pts: 10	CH 1 Quiz 06/11/2010 pts: 25
Adams, Julie	A- 93% 84/90	10	22
Allred, Jacee	A 99% 89/90	10	25
Anderson, Riley	B- 81% 73/90	9	23
Cox, Carlos	A 97% 87/90	10	25
Curtis, Jared	A- 93% 84/90	8	25
Faulkner, Kindra	B 86% 77/90	8	24
Gomez, Ashley	A 96% 86/90	9	25
Graves, Joshua	B- 81% 73/90	6	17
Hannahs, Allysa	A- 92% 83/90	10	25
Hansen, Debra	B+ 88% 79/90	5	21
Hart, Eric	A- 92% 83/90	9	20

Using the Score Inspector

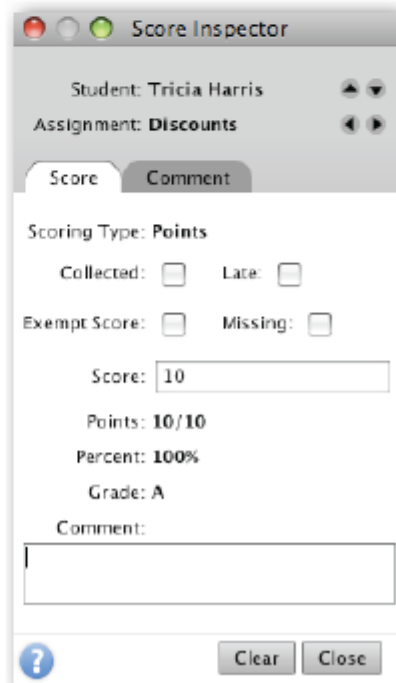
While you can enter scores directly on the Scoresheet, you can use the Score Inspector to provide more details about the student's performance. Use the Score Inspector to note if an assignment was received late or is missing, if you've collected it but haven't entered scores yet, or if a student is exempt from completing the assignment. You can also use this tool to enter a comment about a student's score.

1. From the Tools menu, choose **Score Inspector**

Also, right-click or control-click a score and choose **Show Score Inspector**.

2. Mark the assignment collected, late, exempt, or missing
3. Enter a score
4. Click the **Comment** tab to enter pre-defined comments or type directly in the comment box
5. When you are finished, click **Close**
6. Click **Save**

Indicators will appear on the Scoresheet for assignments marked collected, late, exempt, and missing. An indicator will also appear for scores with comments.



The image shows a screenshot of the 'Score Inspector' dialog box. The title bar reads 'Score Inspector'. Inside the dialog, the student's name is 'Tricia Harris' and the assignment is 'Discounts'. There are two tabs: 'Score' and 'Comment', with 'Score' currently selected. Under 'Scoring Type: Points', there are four checkboxes: 'Collected' (checked), 'Late' (unchecked), 'Exempt Score' (unchecked), and 'Missing' (unchecked). Below these is a 'Score' input field containing the number '10'. The calculated results are shown as 'Points: 10/10', 'Percent: 100%', and 'Grade: A'. At the bottom, there is a 'Comment' text area and two buttons: 'Clear' and 'Close'. A help icon (?) is located in the bottom left corner.