

PowerSchool

AMERICAN NICARAGUAN SCHOOL

Create at least one category and complete Final Grades Setup before creating assignments.

Creating Categories

1. Choose Windows > Categories
2. Enter a Category name and abbreviation.
3. Enter a description and default points possible (optional)
4. Click Accept
5. To create additional categories, click new Category and repeat steps 1-4.
6. Close categories dialog

Completing Final Grades Setup

1. Choose Windows > Final Grades Setup.
2. Choose the grading term from the “Which final Grade” pop-up menu.
3. On the factor table, choose the weighting method from the Factor Type pop-up menu.
4. Except with Total Points, select the category, single assignment, or final grade and click OK.
5. Edit the factor weight in the Weight column.
6. To add more factors, click the plus sign and repeat steps 3-5.
7. Click accept.

**Factor Weights must add up to 100%

Accessing PowerGrade Help:

Click the help icon , which looks like a question mark.

Adding an Assignment

1. Click the Assignments icon
2. Choose the category and enter the name, abbreviation, points possible, and due date.*
3. Enter a description, a web link and a standard (optional).
4. Click Accept
5. Close the Assignments dialog.

*Make sure the due date falls within the grading period.

Taking Attendance

1. Click on the attendance icon.
2. Select the cells next to the names of the students who are absent or tardy. To select multiple cells, press and hold CTRL (PC) or Command (Mac) while clicking.
3. Choose the appropriate attendance code from the pop up menu at the bottom of the attendance dialog. You can also right click (PC) or Control- click (Mac) a cell and choose the appropriate attendance code from the shortcut menu.
4. Click submit.

Entering a Parent Note

1. Double click the number next to the student’s name on the spreadsheet.
2. Enter a comment for the student or choose Personal Comment or School Comment from the Comment Type pop-up menu and double click the applicable comment(s) in the Comment Code list.
3. Click OK

PowerGrade Quick Reference Card

PowerGrade Spreadsheet Power Tip

Power Tip	Do This
Repeating a Score	Enter a Score, press Enter (PC) or Return (Mac), and enter a single quotation (‘) in the next cell to repeat the score.
Changing the Score Back to “Unrecorded”	Replace the score with the letter U and press Enter (PC) or Return (Mac)
Excusing a Student from An assignment	Enter EX in place of a score and press Enter (PC) or return (Mac).
Manually Overriding a Student’s Final Grade	Double click the student’s final grade, select the “Manually override the grade” checkbox, enter the letter grade and percent and click OK.
Viewing the Single Student Summary	Double click the student’s name on the spreadsheet.
Hiding the Citizenship Column	Click on the Preferences icon, then click the Display tab. Select the Hide Citizenship checkbox and click OK.
Hiding the Final Grade Column	Click on the Final Grade Colum heading, deselect the “Show on Spreadsheet” checkbox, and click Accept.
Showing Student Birthday Alerts	Click on the Preferences icon, then click the Notification tab. Select the Birthday Notification checkbox and Click Ok.