

HOME BASE POWER TEACHER GRADEBOOK SETUP & OPERATION

Ms. Bullock: ... and I couldn't set up everybody's, so this is the grade setup tab, and I'm just going to jump right on over into my gradebook. There is it. And we're talking about this tab here. And you'll notice that this is how my gradebook was set up for me, so this is done, obviously, on the Power School side of the house. On the gradebook I have a final grade. I have a semester grade, a Quarter 1, Quarter 2, Semester 2, Quarter 3, Quarter 4, and an exam grade, so my Quarter 1 and Quarter 2 grades are going to give me my S1 grade, and my Q3 and Q4 are going to give me an S2 grade, and my E1, my S2, and my S1 are going to give me an S1 grade. I hope that makes sense. If you don't use Q1 or you use N1 or 2-1, some of those things are still going to play. I mean, it's still the same thing. It's just talking about a different length in terms or a different naming convention because I know a lot of you using N1s, although I've seen a lot of everything.

Okay. So you'll note that when you're on the grade setup tab that everything has to do with dates, so you'll see that my school started on 5/27 and it ends on 5/23. We're pretty much a year-round school here at Apple Grove High School. And so my Semester 1, Quarter 2, et cetera, go by that, so when I talk to you about PowerSchool, I want you to know that everything, everything has to do with date. It is all about the date.

So some things that I want you to keep in mind as you're putting your gradebooks together, many of you may have already experienced this, you go in and you enter in an assignment and you click on the calendar date and it turns out that it doesn't ever show up in your spreadsheet for that term. It's because highly likely you put in the wrong date and it's spinning out on another term spreadsheet. It could be on the N2 or N3 spreadsheet, so everything is assigned by date, therefore, any date within the term will show up on that spreadsheet. All assignments line up in your gradebook by date. No, you can't change that.

You can go in and look at the different categories and highlight them to see them differently, but everything in the gradebook aligns by date.

So it is highly critical that you pay attention to the dates, specifically those dates when the term ends. All of your assignments need to be in your gradebooks at the end of the term within those dates. Anything outside of that goes to a different term.

So the first thing we're going to do here is talk about setting up your smallest term first, Q1 or N1 or Q1, so any of those are going to be set up first and then you're going to do your semesters, your exam, and then your final grade, so that's the follow-through you should do here in setting up your Qs, your smallest first, and then going to your largest.

So what I'm going to do is highlight Q1 here, and when you highlight Q1, you'll see there's a gray arrow after the right of that, and you have two options here. You have an option to choose total points or to choose category weights, and your category weights are configured over here. I'm assuming that all of you know that you can click on the plus sign and you can add in any and all of your -- and it's always important that you spell it correctly because Mom is going to come undone if she sees you spell something wrong.

So you can see that I can go in here and say that most of my class participation assignments are 25 points.

Is that written in stone? No. Can I change that? You bet. Can I do point percentages and letter grades?

Yes. Is it best that I stick with one? Preferably, yes. And then you can add in your categories.

So once you created your categories, either total points or category weights, if you choose total points, there's nothing more for you to do. That's the default. There's nothing more to set up. In the infamous words of a friend of mine, "It is what it is." So if you have a total of 500 points at the end of the term, if you have 300 points, whatever, 300 out of 500 it's going to be that true grade. And I don't have time to do the math in my head.

All right, so total points you're good to go. Most of my math friends in high school will tell you that's

how they usually roll, but some of you say, "No, I want to do category weights," which is awesome, too. You can do that as well. Category weight has to do with you adding in the category, so you'll notice that I clicked on the add category here. If I want to add class participation, I can do that. When I add in those scores, the weighting of those categories defaults to zero, which means I have to come in here and determine what, if any, weighting is going to occur on each of these. So my point is is that you want to make sure you weight them so that those are calculated correctly.

The other thing you should note is the percentage always adds up to a hundred, so if you're not doing this evenly like five percent, ten percent, 35 percent, it's okay to do that, but parents usually don't understand that and so you'll need to explain to them why their test grades are 27.5 percent, right, or why their class participation is 4.3, so just know that and you probably will need to explain that if you don't have it equal to a hundred in a weight column, which is fine.

Okay, so if you do category weights, you are doing the category weights for the class that you have highlights. In this case, I teach English every single day how fun is that? Don't answer that. So the point is that once you get this set up, then the rest of it gets easy, right. So you take your one term, your Quarter 1, your N1, your T1, whatever that is, and you determine whether your total points for category weights, and then from there, you want to go in and you want to create and save everything you've done, so at that point I've set up just one class and one term, okay. So you'll notice that under where it says "Calculate Q1 final grade setup," there is a copy button here. You can click "copy" and you have two radio buttons. You can copy Quarter 1 only and it will come back and copy to classes. So this first button is going to copy to my other terms, so let me show you what that means.

I'm going to click "okay" here and when I do, it says, "Well, what do you want to copy Quarter 1/2." So I'm going to copy the setup for Quarter 1 to Quarter 2 to Quarter 3 and Quarter 4. Now, listen, I'm making the assumption for my class that it's going to be same setup all the way through, and it should be

really, if you want your grade to calculate correctly, so let me just say this. I mean, obviously, you can switch things around if you want to, but once you select your quarters, you want to click "next." This page is a confirmation, "Please confirm," and that's all its saying is that this is what you decided to do. You decided to copy the 3-A English class for Quarter 1 to Quarter 2, 3 and 4, and so, therefore, you can confirm that by clicking "finish."

Now listen, over here in this corner right here there's a "help" button, and if you click it, you can get answers, but if you don't click it you have to wait and not get answers, so click it if you're curious. Okay, we're going to click "finish" here and when you're done, it now has gone in and set up all my terms, so if I click on Quarter 3, it's set up, and Quarter 4, it's set up, so I have finished setting up for all of my terms for that one class that I have highlighted.

The second copy radio button is to the entire class. So this says, okay, I set it up, I've done this for my one class. I've set up all the terms. Now I want to come in and click the second radio button and highlight to all of my classes here, copy this to everyone in my classes. This is a wonderful piece if I am going to be doing -- if I'm teaching the same class like I am here, English I all the way across, but as a former middle school teacher, I taught math. I taught social studies. I taught science, and sometimes those things weren't weighted the same, so you need to be cognizant of that and only copy to those class where your setup is going to be exactly the same.

So in the case where I'm in high school and I teach the same thing, if I click all my classes at one time, I can click "next" and I can confirm that I want a copy to all my classes. So now what I've done is I have set up my Quarter 1, copied it to all my other terms, and then gone in and copied it to all my other classes up in the left-hand corner so that now I am done with my grade setup for quarters. I haven't even touched semester and E1s and F1s. I've only done the quarters for those classes, okay. So I want you to be clear about that.

So I think I'm going to stop right here while the wheels are spinning on my little bus and see if there are

any questions regarding this particular piece of total points, category weight, which one do I use. Here's the one thing I'm going to tell you. If you're doing total point, can you do total points all the way through, or category weight all the way through, you should not and never set up a combination of both of those. You will not get a correct grade. It either is total points for category weight, but not a combination of both.

So do we have any questions about that?

Mr. Urbanski: So far, the question box seems to be clear, so if anybody out there listening that has a question, go ahead and type it in the question box and then in a moment we'll stop one more time to address what we have, but we'll give you a minute to type in your questions at this time.

Ms. Galloway: We have two. And I just need part of a question. Let me go to the second one. I see, "How would I include a --," and I believe it's a bonus, but I don't see anything else after that, so if you want to go back and finish typing your question, I'll come back to you.

The next question is, "In the copy window, there is a drop-down menu above the choices. Can you review what this is?"

: In the drop-down of the copy in here?

Ms. Bullock: In the copy window, there's a drop-down menu above the choices.

Ms. Bullock: Oh, for right here. Are you talking about right here?

Ms. Galloway: I believe so.

Ms. Bullock: Probably so. So what we're saying is, and I'm setting up my '13-14 school year and I want to set it up for all my classes and then I want to be able to copy that setup from one class to the other, you could do that. If you wanted to copy your '13-14 setup for next year and your 2014-15, you can do that, too, so that's what that drop-down allows you to do is go back to previous years where you set your gradebook up. I don't know how I feel about that in terms of best practice, but it does allow you the

ability to copy that from year to the next.

Same thing holds true for assignments. I don't want to get too much off task on setting up your gradebooks, but you can also copy assignments from one year to the next. If it's your first year using PowerTeacher gradebook, you'll have that opportunity and option for next year, so hopefully, that makes sense.

So I'm going to go back over this one more time in this copy piece. So the copy allows you, you have to initially go in and set up your first quarter or N1, and then once you set this up, again, whether you're doing total points or category weight, if you're doing total points, you don't have to do anything because it's already set up. That's the default. There's no buttons to push. There's no copy that you have to do. It's only if you're doing category weight that you have to do this, okay.

So the first radio button says when I set up my term, my Quarter 1 term, I want to copy it to the other quarter. Typically, like quarters are similar, so therefore, you copy just the term, the quarters, the N1, so that allows you to set up for your Quarter 1, 2 3 and 4s, and so that allows that. And the second copy button says it will copy it to the rest of my classes that I teach, and again, making sure that you are teaching the same classes that would use the same setup. So back in elementary school days when I taught fifth grade, when I taught all those different classes, my set up was different for each one of them almost. So you have to just keep that in mind, so just be aware of that. Alright.

Ms. Galloway: A few more questions, Lynn. "If a teacher is using category weight, do they have to use each category at least once in every reporting term?"

Ms. Bullock: Yes. So you weight the categories, right, so let me just show you this. So I come in here and I've set up class participation on what project we just had, and if I don't put anything in the class participation, it will weight, so you've got to make sure either you take it out or you put stuff in there, right? If you don't -- if you created a -- sorry. If you created a category and then don't put the one assignment in, it's going to be 35 percent of the grade if it were a test, right, or a project. So you have to

make sure that whatever you set up here, you've got stuff in it or you come back in and you take it out.

Like if I have a project in here and I decide not to do a project, which I probably wouldn't know if I'm going to do one or not by the time I start teaching, but if I take that out, I need to come in and delete this out of here and then I'm going to come up here to "tools" on the menu bar and we calculate my final score.

Ms. Galloway: Let me expound just a little bit just to make sure this -- because I think I know what the question is. What I hear you saying is if the category is in the quarter, it should be used because it's contributing towards the hundred percent.

Ms. Bullock: That's correct.

Ms. Galloway: Okay.

Ms. Bullock: However, if I have created a category and I'm using it one class and not in the other, you don't have to use it. Does that make sense?

Ms. Galloway: Let me just make sure -- I want to get -- if I see Emily.

Ms. Bullock: So I teach Biology, right, and I have a Biology class and I have a Biology lab. And so in my Biology lab we do all this fun stuff, you know, right, but in my Biology class I went in and put in an exam grade or a project, you know, and I wind up deciding not to do that project, but I have in my categories weighted. I need to either take that out and readjust my scores so that it doesn't do that.

Ms. Galloway: Okay.

Ms. Bullock: In regards to total points in category weights, they have nothing to do with your final grade column here and your score sheet, whether it shows a letter grade or percentages. Those are set up in PowerSchool as to what shows on the quick lookup screen. That's a decision at your LEA level as to whether your parents see percentages or whether they see letter grades, but total points and the points won't show on the quick lookup screen, only the final grades. Either percentages or letter grades show up. That's it.

Ms. Galloway: Okay. "How do you know if your setup is correct? I teach CTE Business classes and we only get our students for a semester and I get a new set of students next semester."

Ms. Bullock: If you are getting a new set of students, that's okay. I mean, you -- my question then would be are your classes already there or you just don't see them until the end of the first -- the next semester. If that's the case, then you can still copy your set up from Quarter 1 or Semester 1 to Semester 2 if that's what you're asking me. But yes, you can get -- I mean, you know, obviously, great kids change classes and kids move around and they're real classes in middle school, right, so I get a new set of kids, so I would change my gradebook, but I can copy my setup from one term to the next for my different set of kids.

Ms. Galloway: And forgive me if I'm repeating something you've already said, I'm just trying to go through some of the questions.

Ms. Bullock: I understand.

Ms. Galloway: "Does that mean that you cannot use category weights which are different in F1 versus Q1?"

Ms. Bullock: Well, we haven't gotten to F1 yet --

Ms. Galloway: Okay.

Ms. Bullock: -- and F1 is going to be term weights, not category weights.

Ms. Galloway: So you want to a pending in that question for now?

Ms. Bullock: Yeah. Let's hold on to that one.

Ms. Galloway: Okay. "Are the assignments in each category of equal weight? Can I adjust the weight within categories?"

Ms. Bullock: Yes, you can adjust that by going in and setting up your -- hang on a second, I lost my screen here. Yeah, you can just go into grade setup and you can go to your Quarter 1 and you can just double-click right here and you can change this. If I want to make this 20 instead of 10, I can do that. I

sure can. But when you do that, if you have grades and you're coming in and you're changing the percentages here, please know that you need to come up here to "tools" and recalculate final grades. And then it says, "Do you want to do final grades like traditional grades or do you want to standard final grades?" So in this case we're talking about class final grade.

Ms. Galloway: Okay. Let me -- I'm trying to type -- and what was, you said, in this case you needed to choose class final grade? When they go into the recalculate -- the tools menu and recalculate your --

Ms. Bullock: Yes.

Ms. Galloway: -- final scores?

Ms. Bullock: They're going to choose overall class final grade.

Ms. Galloway: Okay.

Ms. Bullock: What we're talking about here is just that --

Ms. Galloway: Okay.

Ms. Bullock: -- overall final traditional grade. This has nothing to do with standards in this case. This setup does not apply to standards or setups somewhere else.

Ms. Galloway: Okay. And this is a question that came in earlier, "How do I include an optional bonus and also how to drop the lowest grade?"

Ms. Bullock: Oh, good question. Okay. So the optional bonus, obviously, if you are -- you don't want to add in your bonus to your category weight. My suggestion is that I would go to the score sheet and I would add in an assignment called bonus or extra credit and I would weight that, you know, and you can put it under whatever category you want. It doesn't matter to me. And you can weight that whatever you -- the points possible should be zero here. The points possible should be zero, and then when you do that, anything you put in here is going to be just that, ten points -- oh, gosh, I lied. You can put in here a maximum of a hundred points, whatever that is, and not include it in the final grade. Let me do this. This

is going to be zero here and ten there and we save that, so I can do it that way. That's on this one. So zero points possible, and then extra points is worth ten points. That's, you know, that's just a scenario but obviously you can do what you want to, but that's how would do it. And then that way, kids get the bonus points, but it's not associated to an assignment and it won't exceed, you know, it won't meet that 100 cap. All right?

Ms. Galloway: Okay, let's keep going and I'll try to flesh out a couple more questions.

Ms. Bullock: Perfect. All right, so here we go. I'm going to go onto the next step here, which is still under grade setup, and now we're going to move to the semester. So I have my N1s and Quarters 1s set up, but now I have semester, so I'm going to go to Semester 1 first. That's where I'd start first, obviously, so that one comes to mind. Your option here is total points, term weight or category weight. So your option here, and you can still go total points if you want to here. Some folks choose term weight, and term weight says that you can weight Quarter 1 and Quarter 2 equally, and that can be one to one, five to five, 100 to 100. The percentage over here tells me it's 50 percent. They're equally weighted. So if Quarter 2 in your world weighs more than Quarter 1, then you can certainly adjust that in your weight column. So if I change this to a 2, and I click on this, you'll see now that this is -- Quarter 1 is worth 33 percent of the grade and Quarter 2 is worth 66.6 percent.

All right, so typically in the world that I live in, most people weight those equally, and so that's all you have to do to set up your semester. Now, same thing here with your copy and you can copy that to every other class. And when you've done that, you click "next." It says, "Are you sure you want to do this?" That's all that says, and you say, "Yes, I'm pretty sure I want to do that," and I click "finish" and now I'm finished setting up Semester 1 for all my classes that I teach for the whole entire year. For my friends who teach the CTE or the CET business where you don't get the new kids until right before the semester, you'll have to do this every time, sweetheart.

Okay, we're going to ignore that. All right, so saved semesters, copied it now to Semester 2, so all my

classes, I want to go now to Semester 2 and I want to do the same thing. Semester 2 is weighted equally.

I can copy that to all my classes and check the boxes, et cetera.

The reason why -- now listen, I'm going to share with you this, so the reason why my Q1, my S1 is grayed out and I can't copy it to all my other terms is because my S1 and my school is already done. I'm in semester two now so it won't let me go back. Like you should note that, you know, you should go in and be able to -- at the beginning of the year, you want to set your gradebook for the entire year when you can and have that done so you don't have to come back in here and touch the dial anymore.

Okay, so that's semesters. So now we're going to get down to S1, S2 and E1. And so -- and my understanding here in North Carolina is that you get an S1 grade, you get an S2 grade, and you take an end-of-course grade. If you do take an end-of-course grade, this E1 grade, then those three grades will make your F1 grade. If you're in a class, you teach a class where your kids don't take an end-of-course, you're just going to weight it zero percent of the grade so it doesn't count against them or you can uncheck the box that says "include in final grade."

So I'm going to come down here to E1 and I've got total points, term weight, or category weight. So in this case if I did total points for the other things, I could do that. If I do term weight here, I could just go in and add in. You know, there is no term weight here. That's the problem, so either it's going to be total points or category weight, so if I come in here and say add a category, I say it's a test. It doesn't matter that it doesn't say exam. It's a hundred percent of your grade, and I tab over and I can see the hundred percent and I can click "save." So once I'm done that, the last step here has to do with my S1 grades.

Before I do that, I do want to talk about this drop lowest grade, and I'll come back over here to Quarter 3 so you can see that. In PowerSchool, in PowerTeacher, if you come over here and say, "Drop the lowest one grade in that particular category," PowerSchool will go out and drop that one grade from that category, so you better be sure you have more than one grade in there; otherwise, you don't have a grade

request which is the lowest grade.

The second is I'm not a real key fan of letting PowerSchool do this for me. If you're going to use this option, I want you to hold off on putting anything in this field until the end of the term, and then you can go in and allow it to drop the lowest grade in that category. It does not blink and tell you which grade got dropped, right, so sometimes I think from a teacher's perspective, I'd like to know which grade it was, so some cases I may just want to manually handle that myself. If you don't want to do that, which I totally understand that, too, you can come in at the end of the term and come back in here and say drop the lowest one grade and then PowerSchool will do that within the category that you specify, but it won't tell you which grade it drops from each student, so you need to be prepared for that. If it were me, I would just go in and drop the lowest grade of the student, you know, myself, but that's just me talking.

All right, so we have quarters. We have semesters. And we have our E1, our exam grade done. I want to clarify this very quickly. If you are not doing an exam grade, you need to weight this as zero and not let it count against your kids, okay. You still need to set it up, but you (indiscernible) to zero. Don't leave it just sitting out there because it will count against them if you don't.

All right, last thing is the F1 section here, and I go to F1, I click on that, and it says, "Do you want to do total points, term weight, or category weight?" If you've done total points all the way through, that's fine except for the fact that I've heard in North Carolina that it's supposed to look like this, so your Semester 1 grade is supposed to be not equally weighted. I think it set it up over here on this one. Let me see. It's not supposed to look like that, it's supposed to look like – oh, it didn't save. Okay, so it should look like 37.5, 37.5, and this one is 25. I could be wrong. I've been there before. I'm okay with that. I'm willing to learn, but it should be, at least what I understand is that Semester 1 and 2 should be equally weighting your exam grade, be 25 percent of that, but should be 37.5 and your E1 at 25.

And then if you want to copy that to every class that you teach, it's prompting me to say, you probably know that already, and then I go in and I say okay to that and I copy it to all my other classes and then I

am done setting up my gradebook. So it's really critical that you go back and review those and make sure those are all set up correctly so we're computing correct grades through the end of the year.

Yes, ma'am.

Ms. Galloway: I see just a couple of questions about the percentages and I know there was a recent change, and we're checking into the exact language of what it can be now, but again, just -- I mean, Lynn's giving you an example. The weights are -- I don't want to derail what you're talking about now, but we will follow up on the correct language with the new weights for the exams.

Ms. Bullock: Yeah, the weighting is not my specialty. My purpose is to show you how to do it, but you should get clarity on what those percentages should be for weighting. That's not my job to tell you that. I just used that as an example.

Ms. Galloway: Are you ready for a couple more questions because we have several?

Ms. Bullock: I am. I'm ready when you are.

Ms. Galloway: Okay. And let me just try to start -- let me start from the bottom and see if we can work back up to where you are because of what you're talking about. Comment, "Please review comments for report cards so that they print correctly." Okay. "When you set the F1, it breaks down the Quarter 1, Q1, Q2, Q3 and Q4."

Ms. Bullock: I don't know what that means.

Ms. Galloway: Yeah, I'm not sure that I understand the question either. Let me find a couple things and go back up.

(PAUSE)

Ms. Bullock: Okay, if you only have quarter grades and your quarter grades should be weighted such that it gives you a final exam grade, so either they're equally weighted or there's a percentage of your quarters weighted to give you an F1 grade if you don't do semesters and/or an exam grade.

The other thing I think you should note here is under -- let me gather my thoughts here for a second. See under my Semester 1 where I have this, there's this breakdown here. Maybe that's what you're talking about here. It does break down the Quarter 1 and Quarter 2, but it's broken it down because I said they're equally weighted. You'll see that when I open up S2, Q3 and Q4 are equally weighted and then you have your 25 percent. So it just shows you the breakdown of each of those within that term for your exam grade.

If your students are exempt from an exam, so if I go to the score sheet here, let me do this, if I go to the score sheet, now you know that you have a spreadsheet for every one of your terms, so if I'm coming down here to my exam grade, and we're going to pretend like we're in that window of time because it tells me it hasn't started yet, and you'll say, "Well, when does it start?" it starts on 5/22. So my point is that on any assignments, I'm going to go over here and fudge this a little bit, on any assignment if you come over here and do a right mouse click and exempt a student from the exam grade, it won't count against them.

When you set up your test, our exam grade, and you call it an exam grade here, you can determine whether it's included in the final grade for all students, but if you exempt them, then they will be exempt from the actual exam itself, so you cannot have an exam and, you know, weight it zero percent. My point is if it's set up in your gradebook that you see an exam grade and your class is exempt from that, then you need to put a zero in. If you give some kids an exam grade and some kids are exempt from exam grade, you need to go in and exempt each kid individually in that column, and you can do a wide-mouse click and then put in whether they're exempt or not.

Exempt, by the way, does not show up on the parent and/or student portal. They don't see that.

Ms. Galloway: Okay. And I think I'm going back to some of the category weight questions.

Ms. Bullock: Okay.

Ms. Galloway: And I think I want to revisit one we asked earlier --

Ms. Bullock: Okay.

Ms. Galloway: -- and it's back to the category weight, they're using them in each quarter. "What I heard you say was if the category does exist in Q1, then I should have assignments that are put against each one of those, correct?"

Ms. Bullock: Yes, yes, you should.

Ms. Galloway: Okay. Now, moving on to Quarter 2, "Can I have different categories in Quarter 2? Do they have to be alike across every quarter?"

Ms. Bullock: No.

Ms. Galloway: Okay.

Ms. Bullock: They don't to be, but you know that you're going to have to explain to your parents what you're doing because if I have the same kid in every term and it's a year-long class and Quarter 1 I'm doing tests, projects, quizzes and class participation, Quarter 2 I'm just doing homework, this is being an example, and Quarter 3 I'm just going to do test and quizzes, and Quarter 4 I'm just doing exams, you're going to need to explain that to them because they're going to be confused.

Ms. Galloway: Okay. Okay. I just want to make sure that Emily -- Emily, does that answer your question? I've un-muted you.

EMILY: Yes, I think does answer my question, Rosalyn. I just wanted to make sure had the correct information to give to my teachers.

Ms. Galloway: Okay, great. Thanks.

Ms. Bullock: So I see a question here about part-time students. I'd go back to doing that exemption. You exempt your part-time students or your EC kids you want in class. If you exempt them, it never shows up in the gradebook or in the parent portal as part of that. Okay, so --

Ms. Bullock: There's some there setup things that I want to talk to you about if you are ready to move forward.

Ms. Galloway: Okay.

Ms. Bullock: I want to discuss these briefly because I don't want to keep you here all night. I like PowerTeacher Gradebook and I can talk ad nauseum. Some of you know that already.

Under the tools in the menu up here, you're going to see a couple of things that -- I'm going to go down here to preferences, so tools and preferences. If you're using a Mac, you would come up and click on the PowerTeacher Gradebook link up at the top of the screen. If you're a PC like me, you need to go down to preferences. So a couple of things I just want to make you aware of. There's a tab in here called grading, and the grading tab is where you need to tell the system whether you're rounding or truncating how many decimal places you're going out. If you're using -- if you're going to see final grade, percents and points earned and absences and tardies in the final-grade column and view "display letter grade and percent." So let me kind of talk to you about this.

I think, it is my personal opinion, my personal opinion, that everybody in the department should be pretty much staying on the same path, right, or in the school for that matter, right? If we're going to out two decimal or four decimal places to figure out who our valedictorian is, we better be consistent all the way across the board, right? So there's some things out there that curriculum needs to make the decisions about if they haven't already, but this allows you to go in and set how many decimal places you go out. This piece right here, final grade and attendance column, this has everything to do with your score sheet, so if I click over here, see where I have either my letter grades, my percentages, or my total points as I had them up here, and then attendance and tardies, that's all this is is just showing you what you see here, so therefore, that is the final grade.

And there was a question about what shows up, letter grade or percentage on a report card and on the quick lookup screen. Every bit of that isn't determined from your gradebook, it's determined from how your grades were set up at the district level, at the LEA level, and that's what parents see, whether you do letter or percentages. You do all of the above in your gradebook, but only one of those things get printed

out on the report card based on how your LEA was set up.

All right. While I'm here, I'm going back to tools, back to preferences, and I just want to reiterate this grading piece. So if I have a student who has an 89.68, I'm going to out to decimal places. If I round, that student is going to get an 89.7, right? If we truncate it, that kid gets an 89.69, so it doesn't do anything. It just sits static, and that has to do with your final-grade calculation, okay. How many decimal places do you go out and then what do you want to see on your final grade in attendance columns, and you check and uncheck the box. Is it written in stone? No. Can you change your mind? Yes. Does it affect anything if you decide you want to come back and click on this and see something different? No. You can make your decisions and change your mind. Lucky you.

All right. In addition to that, the second thing I want to take about in terms of setting up your gradebook is score code. In here, you have the ability to create your own score code, so for our own sanity, you can -- remember that this kid was absent or this kid went on a field trip that day or this kid was in resource and they weren't there on the day you gave the assignment, so you can create your own code. I don't know how many of you have done this. I don't need a show of hands to tell me that, but all you have to do -- there's some in here related to evaluating standards, insufficient evidence are not evaluated, but if I click "add" here, you can go in and create your own code. So if I wanted to go in here and type in ABS, for example, and I learned how to spell absent, then over here I can say it's not exempt, but if a kid doesn't come in and turn it in, they get a zero. That really shakes up their final-grade average and it reminds them they need to get that done. But you can then go in and see that you created an absent code.

You can create other things like 'didn't turn' in or 'medical', whatever you need to do. It's your class and you figure out what works best for you, but you need to know that if you put the absent code like I did here for a zero that kid's grade-point average or their final grade is going to be like hugely impacted and they'll be like freaking out, so you need to know that.

So where does this show up? When is the next question. So I closed that out to show you, so if I click over here on our assignment and I do a right mouse click, if I go down here to my grades, you'll see them down here at the bottom, so there's my absent code there. So over here, if I come over here and the student gets a grade of 50, right, then you can see those scores there, but I know --

And also, parents will see this. If you're using the portal at all, this is so advantageous if you guys are using the parent and student portal. It's so advantageous for that, so parents can see that it's absent, you know, and you can see that very easily.

Okay, back to tools, back to preferences. The standard tab is a tab that's been set up if you're using standards. I don't know that most of you are at the moment, but again, that would be set up from an administrative point of view and dictated down to you.

A couple other things I'll point out is the student tab, if you haven't figured this out, on the student tab you can go in and say that you can add newly enrolled students to the bottom of your roster. I know a lot of you like that option. You can sort your students by last, first, or other defined. And every one of you have in the student tab a column called preferred name, so if Jeffrey here wants to go by Jeff, you can do that. And so by changing the name here in the preferred column, any reports that go home based on what you set up in here in your preferences will determine whether that goes on the report card. So -- I mean, not on the report card, sorry, on your reports that you can generate out, so that's where Bubba goes.

So it's up to you how you want to use that. The comment bank, again, your district has comment banks that are comments that should be used for your report card, but if you want to put in a comment that you can attach to an assignment, whether the student didn't turn it in, didn't to their best work, did a great job, you're so excited about their effort on this, you can create your own.

I love this because I think this is way cool, and I'll tell you why. So I'm going to do this one called basic skills, and so I'm going to come in here and I am going to create the category called, oh gosh, I probably shouldn't call it that, how about effort? Okay, good. And I'm just going to call it effort, E for effort. So

in here we have smart text. Again, you can use this, so if I go in here and say first name, this is going to go in and put in Lynn and Rosalind and Dan and Donna and Carla and all these kids' names and you don't have to worry about typing in Carla's name or Lynn's name. You can go in and say, "Is working very hard on turning in assignments," right. And I click "okay." I've added it to the bank and there I go. Okay.

So now, where does that show up? Back on my score sheet. Let's say that I come over here to this 100 and I do a right-mouse click, under score inspector, under show inspector, so I'm on a student, on a specific assignment, I do a right-mouse click and go down to score inspector, which, by the way, if we had all day, I could just go on and on about this thing right here because this thing is where it's at, right. I can scroll from one kid to the next and I can scroll from one assignment to the next. It is way cool. So right here I've got a comment bank for this comment. So this is my district comment bank. These are the comments that I use for my report card, and these are the comments called my comment bank that I can use for my students on their assignments. So I can click on the inserts, and look there, it says "Amber is working," so it reads who the kid is. And then look, I don't even have to close this bad boy out. I can go the next kid and I can highlight and search. Look, it reads Amelia's name. That is the coolest thing since sliced bread, I'm telling you. Your parents are going to think you're awesome. I'm praying to goodness everybody's got the parent portals open and ready to go. You all can do this fun stuff. "Jordan is working very hard in turning in assignments," and then when you're done, you click "close," and so you'll see any kind who's got an assignment, has a little blue C out beside their name, and those would be the assignment comments so that a parent can see that. They'll see it on the quick lookup screen. They just click on your class grades and they'll see the grade itself highlighted in blue. And if they click on that, they can see your comments.

Now, how do I show my comment for my final grade? Well, first thing you want to do here, let's say it's

the end of the term and you're getting ready to send in your grades because we're going to talk about this next, I'm going to go to final grade mode. In final grade mode, I can see every one of my categories and the student's grades by category here. You can also, if you -- this may be -- this is an option in my demo data. We do citizenship or conduct grade, so in final grade mode I do that because it's been set up for me in advance. This isn't anything but me as a classroom teacher has to do.

So I come in here and I see my grade, and this is the final grade that gets printed. I got a problem with my buddy Sam right here because Sam does not have any grades, so I need to go back in and make sure that Sam's got grades; otherwise, Sam's mom is going to be at my doorstep. So I need to come back over here to assignment mode and I'm going to go in here and say, oh, he got 100 on that one. It just makes sense if he's in my class, right?

So any final grade mode, I'm going to come now to the final grade column and this is where I'm going to go back -- oh, stop that, and this is where I'm going to go back in to the score inspector and I'm going to click on the "comment" and then I'm going to go to the district comment because that's what your district wants you to use for what prints on the report card, and you can highlight and insert and you can hold down your control key and insert more than one if you want to. And then you go to your next kid and then you insert your code for that kid, and then the next kid. So that's where your final grade show -- that's where your comments show up and that's what parents will see on printed on the report card.

Okay, I've said a lot, so I'm kind of hoping that you have some questions for me.

Dr. McManus: Okay. "Lynn, this is Sarah. Thank you so much for doing this today. We have a lot of blocked courses in North Carolina which are just a semester long. Can you show us how to set up a block course so that you have the final exam, like the end-of-course exam at the end of that block as opposed to a --?"

Ms. Bullock: It would be the same process. It would be the same process even if it was a year, so right here I would come up here, Sarah, to my S1 and there's a final grade for my S1 and I can do a right-mouse

click and I can do a score inspector and I can put in my comments for S1.

Dr. McManus: Okay. And then how does that work when you're setting up the course and you have a final exam for that course because I remember seeing where you showed the final exam for the year-long, which would be --

Ms. Bullock: Right. Your final exam grade is right here. You would have the same setup whether you're a semester or whether you're a final -- or you're a year-long. It's the same process.

Dr. McManus: Okay. So if there's a semester-long course, then you would have S1 being like --?

Ms. Bullock: Yeah, over here, right here.

Dr. McManus: Okay. So if my final exam is 20 percent of the grade because now of the State Board said at least 20 percent, so I'm going to say my district says it's 20 percent, then my (indiscernible) would be 20, Semester 1 would be 80, and the Semester 2 would be zero?

Ms. Bullock: If that's how you want to set it up.

Dr. McManus: Okay. What would another option be?

Ms. Bullock: Well, if you can see my screen okay, and I'm setting up -- in my final grade setup, when I'm setting up my Final 1 calculation, I'm saying my final grade is a compilation of the grades for S1, S2 and E1.

Dr. McManus: But what if there is not a Semester 2?

Ms. Bullock: Then your Semester 1 grade would just be S1 and E1. It wouldn't be S2.

Dr. McManus: Okay. So the S2 wouldn't appear, but it would be zero?

Ms. Bullock: No, it wouldn't even appear.

Dr. McManus: It wouldn't appear.

Ms. Bullock: I have a year-long class in my demo here, so if I'm only teaching a semester-long class, I'm only going to see what's applicable to my Semester 1 field. I'm not going to see all of this.

Dr. McManus: Oh, okay. So I think some of the folks are confused when they're asking their questions because they're looking at the year-long course and they're trying to apply their semester course.

Ms. Bullock: Well, it's the same thing, so let me go back here real quick and I will -- I use this one teacher's all the time, so let me go back here and log in as another teacher.

Dr. McManus: Okay.

Ms. Bullock: Let's try this again. Of course, I pick a teacher I can't log into, which is not nice. I know it's just my fingers, you know. I'm hoping it will work this time, but the point is is that there are -- there we go.

So this teacher right here teaches all these little classes. Let me get this open and going. So everybody will see something different depending on the length of the class, so the setup has to be done on at the LEA level. Each school building has a final grade setup, and so your teachers should not see -- if you don't teach a year-long class, you should not see -- oh, let's see -- oh, see, here's the deal. I got to be in the right year. That's imperative.

So right here, Sarah, I teach a beginning pottery that's a Semester 1, so my setup is only going to be Q1, Q2.

Dr. McManus: Okay, gotcha. That's good.

Ms. Bullock: Okay? So depending on the length of your class, and you will always see the length of your class here in PowerSchool. You will see that and you will only have access to just that class or that length of class and then you would have to set up your terms accordingly.

Dr. McManus: Okay. What about the exam grade in that class?

Ms. Bullock: If there is an exam grade in that class, then you would see an S2 -- I didn't set it up here, so there would be an S2 and an E1 here.

Dr. McManus: Okay.

Ms. Bullock: Yeah, E1. You can call it the same -- even though it's a year-long class or a semester class,

you can still have it be called an E1. You don't have to have a different name for each term because Power School keeps track of what -- the length of the class is and what term it's caught in, so you would just have an E1 down here and you would have an S2, an E1, and a F1 is what you would see here. And then you would put in a do your same thing for your S2 and E1 and that would calculate your F1 grade.

Dr. McManus: Okay. So I think that's helping people, but they still have some follow-up questions.

Cathy says, "Would the quarter grades be calculated at the end of each grading period at the end of the semester for semester-long classes or are they calculated automatically?"

Ms. Bullock: They're calculated automatically, so we always want teachers to set up their gradebooks first thing out of the, you know -- really, want to get them to make sure you guys get that set up on the get-go.

Dr. McManus: Okay. So the answer is automatically. And then her follow-up question is, "I understand a recalculation is to be done after any weight changes or if there are grade changes; is this correct?"

Ms. Bullock: That's correct. Any time you make any changes to your weighting, any time you add or take away a category, any time you add in a new teacher score code, any time you do anything that's going to change how the grades are calculated, you make sure you go up under tools and recalculate your final grades and it will do that for you. I used to have to do that by hand and with a calculator.

Dr. McManus: Oh, wow! Linda asks, "At the middle school, some courses might have an exam grade, but others may not. How do you get this to show on the report card?"

Ms. Bullock: How do you get what to show on the report card, that they don't have an exam grade? So here I don't have this set up, so I'm going to have to go back up to my other teacher. I'm sorry. But --

Dr. McManus: And I'm sorry for being all over the place, but --

Ms. Bullock: If you have an exam grade or a non-exam grade, you're going to either -- here's my take on

this. Everybody may have exam grades and that all your classes are going to give exams. Some of you do, some of you don't. So for those of -- oh, I did that, didn't mean to. So for those of you who aren't going to have an exam, but yet you see the exam on the setup, you need to set it up as zero weighting, zero weighting. And then you can exempt the student from that.

Now, if you exempt them, that means that they don't get a grade, right? It's zero percent weighted. I mean, you can -- parents wouldn't see that because you've exempted it, so you need -- if you need your parents to see that they're not getting an exam grade, I would put that in the comment and put it all the way down if that makes sense.

So I go in here and I say exam, right, and then I would specify it for tests and the points possible or -- it can still be points possible, but you still weight it in the zero percent in your grade setup, right? So I give everybody an exam grade. Oh, I need to make sure -- you know what the problem with that is? See when I told you all that stuff about date-specific? That exam that I just created is actually showing up in the right spreadsheet, but if I come over here and say that this is on this date -- I have too many things going on here. It hasn't started yet, so it's not letting me go in here and put this in here, but -- I'm not sure who's going to show up in here because it hasn't started yet, but that's probably the case. But what you would do is you would exempt them. You would just come in and exempt everybody. Now, the easiest way to do that is to actually use a function in PowerSchool. This thing is acting funky on me today; would you know that? Okay, hang on a second. Let me try this one. Maybe that's my problem.

Let's say that I go in and create an exam, and you can just pretend like this is on an exam, a spreadsheet, I hope you can see that as a possibility. Close your eyes, think good thoughts. So if your exam grade is not included in the final grade, you can uncheck that box right there, which is kind of great so that way you're not testing -- here it is right there. See, I told you everything is date-specific, so if you're not in the right reporting term -- oh, I hate it when I get this. I usually don't get that.

Okay, so here's the deal. If you go down to field scores, field scores, right-mouse click to field scores, it

says, "Items with no score." You can actually come in here and you can come in and you can go in and you can put in your exemption or you could actually check this box right here, let me uncheck that, and check this, so all this checkbox is just activating the ability for me to do that. And I'm going to say everybody is exempt and then I click okay. And now you can see that everyone is exempt from the exam and that makes your life easier. Okay?

So I want to recap or any more questions, Sarah?

Dr. McManus: Oh, there's plenty.

Ms. Bullock: I just want to say that we could go on and on and on, couldn't we?

Dr. McManus: Yes, we could. I don't want to jump around too much, but I want to make sure that folks are having -- getting their questions answered. Cheryl seems to have several. I'm trying to make sure this semester, one semester, two things have been taken care of.

Ms. Bullock: Okay.

Dr. McManus: Okay. This one comes from Sue. She says, "The quick reference guide on Home Base website said to use F1 for final grade, so in block schools," because we're still talking about block in some ways, "should we use S1 and S2, not F1? It seems Semester 1 and Semester 2 should be different."

Ms. Bullock: If you are on a block schedule and you and your kids are in semester-long classes, Semester 1 and Semester 2, then if they're different, if they're just semester-long classes, then you should have an F1 for Semester 1 and an F1 for Semester 2. And those will be treated as two separate grades, right? So in a semester-long class, I may have Quarter 1, Quarter 2, and then that E1 and S1 grade gives me an F1 or a final grade for that semester-long class. If I'm in a year-long class, it may be a whole different setup. It depends on how your final grades were set up. And I can't troubleshoot that at this moment.

Dr. McManus: Right, okay. So troubleshooting comes with the support center, but it should have been

set up so that it would calculate correctly, and the F1 goes with either one?

Ms. Bullock: Yes. The F1 should be on every class that receives a final grade, you should see that, and you should see that on your reporting term -- you should see that here. If I'm highlighted on this class, which I know these are year-long classes, but if I am in my S1, I should see all my assignments for S1 -- for Quarter 1 and Quarter 2 on that one spreadsheet just because they followed in those dates, right?

Dr. McManus: She did comment that she thinks she has it correct.

Ms. Bullock: I hope so.

Dr. McManus: Yeah, I hope so, too. A question came in right after that, "Why do you have to exempt everyone from the exam if it is weighted as zero?"

Ms. Bullock: I just like to do that as a level of understanding so that you get that because some of you may -- I mean, I just did it as an example here. You don't have to do that. If you go in and say "not included in the final grade" and you don't do anything, you don't have to, but there was a question earlier that says, "What if some my kids don't take the final exam?" That's where I would go to exempt for those kids, so it's just a, you know, it's a good question and I appreciate it, but I'm just trying to cover all my bases here.

Dr. McManus: Yeah, that's good. So it's just something that you do. You cover your bases, but it's not required.

Ms. Bullock: Yeah. No, it's not required. I saw a question about -- I keep saying letter grades and percentages because I'm sort of stuck in my middle-school mode and I apologize, but I did -- some of you may have a different grade scale than a hundred percent scores or letter grades. You may have pluses and minuses. Some of you may have S, Ns and Us. Those are what show up on the parent portal. So whatever your grade scale is, it's associated to the class that you teach, it's what your parents see, so I apologize. I'm sort of stuck in my middle school rut here and don't think very primary ed, so, sorry.

Dr. McManus: Yeah. Since you mentioned that, there was a question about K-2, "How do I need to do

final grades for K-2? Our K-2 does not do marks. Would I be able to put in a final mark of a P for pass?"

Ms. Bullock: Yeah, I can't answer that. That's a question you need to talk to your folks. It depends on what your grade scale is, right? So if it's P for pass, it's whatever is in your grade scale for kindergarten, that's what you should be using, and I think you should probably elevate that to someone in your district to help you answer that question.

Dr. McManus: Okay. And then Rosalyn may type a response as well. There's another question, "Where is the combined average for all subjects? Is there a combined average for all subjects?"

Ms. Bullock: So if I'm an elementary teacher and I teach Math, English, Science, Social Studies, is there a combined average? No.

Dr. McManus: This is from Josea Williams. Should we un-mute Josea? Hold on one second.

Ms. Bullock: Josea, I think I know who you were named after.

Dr. McManus: You want to ask your question again?

JOSEA: Sure. So my question is, for the elementary teachers who teach, you know, as you said, four subjects, so let's say I teach Math, Science, English, and Social Studies, where would we find the nine-weeks average for those four subjects?

Ms. Bullock: You're not going to because each class is considered separate, so there's not an overall class average for averaging Math, Science, and Social Studies together. Each one of those are created and looked at as individual classes and individual grades for that subject.

JOSEA: Now, to follow up with that, is there a way to print a progress report that has all four of the subjects on one progress report?

Ms. Bullock: Yes, yes, sir. Can you see my screen?

JOSEA: Yes, ma'am, I can.

Ms. Bullock: So if I go to the reports tab here, I love -- there's some really great reports here, individual

student reports, my friend, is really great, but the one you're talking about, Josea, is the student multi-section report. And if I click on that, I'm going -- now the class I have highlighted is the class in question, so that's the class I'm going to do. And you can do PDF or you can export it out into Excel or SCS. I'm going to do the selected class. Now, if I chose active class, active classes would be all my classes, not just the one I have highlighted, but I'm going to stick with selective. And instead of the radio button that says "my classes," you do a total student schedule, and then I'm just going to pick Q1 just because I can. We're going to do S1 just for fun. And then you can check what you want, you know, if you want to do assignments, categories, but I'm just going to do this so you can see this, so S1, and I'm going to come down here and I'm going to click "run report." The report actually opens outside of Power School -- Power Teacher, which is really great, and I can save this as a PDF. And Sam's not a good one to show, but let me see if I can get down here to a kid that has some grades here. There we go. So you can see that --

JOSEA: Okay, great. Yes, ma'am, great.

Ms. Bullock: Yeah, the multi-section within because you're an elementary teacher, you'd be able to see all your kids' grades for that one term as a progress report. Now, since, Josea, you're my new friend, I'm going to show you something --

JOSEA: Thank you.

Ms. Bullock: And this is, again, why -- you're welcome. So see this layout path? I want back into PowerTeacher. I clicked on the layout path and I'm going to highlight that report and I'm going to call this Semester 1 Progress Report. And it gets better because right here I can go to this top notes and I can say, "Dear parent," as soon as I know how to spell, "Dear parent," you know, "please review and sign," you know. And then down here you can put a bottom love note that says, "If you have any questions, call me." And then you can put a signature line in, too, Josea. Check this out. You ready?

JOSEA: Yes, ma'am, I am.

Ms. Bullock: I am so excited to show you this. I am so excited. Look at this. Oh, my goodness. How great is this? Look at this.

JOSEA: Yeah, that's great.

Ms. Bullock: Oh, my goodness. And if you put in -- now, if you had gone in and put in the categories and all that other stuff I didn't do, then you could see all that other stuff, too, lots of information makes parents really, really happy and they don't call you as much. That's why we love the parent-student portal because if that's turned on at your school, we find less conversations or less phone calls, and so it's a great opportunity. So if you had gone in to put a comment or if I had gone in to put a comment, I would see that comment there.

And look, here's my love notes, "Dear parent, please review and sign. You can call me." You can see how I type, and then there's the signature.

JOSEA: Okay, great. Thank you so much.

Ms. Bullock: You are so welcome. That is my pleasure.

Dr. McManus: Hey, Lynn, are you able to do that for just one student?

Ms. Bullock: You are able to do that for one student. What a great question? And I didn't even set you up for that. Okay, one student, on the left-hand side of the screen, see my student group, there's always a default student group called active. You can create your own student group. I'm not going to go into that right now, but you can by using that plus sign right there. But I can click on this active group, and if I just want to send out for that one kid, I'm going to highlight that one kid, or when I highlight these three kids, then I can go to this report and on my criteria, I can say selected group and/or student. And let me just check these so you can see a different look here. I don't want you guys to be scared to use this product. It's so awesome. And I'm going to click "run reports." I'm going to open the reports and look at this information I can send home. There's their grades for all their classes. There's their assignments for

each of their classes. Oh, my goodness, how awesome is this. And there's that one student that's for Jeffrey, and here's for Bob, right? It's a lot of information, but I swear kill them with all the information you can give them. And there's Michael. And those are my three kids that I highlighted.

Dr. McManus: Great, okay.

Ms. Bullock: So if I only wanted to do the one kid, obviously, I would just highlight one student.

Dr. McManus: Wonderful. Another question came in, hold on one second, "Can admin print progress reports like these for selected students?"

Ms. Bullock: Can admin print these reports for selected students?

Dr. McManus: Uh-huh.

Ms. Bullock: Admin don't have access to the PowerTeacher reports. They have their own report cards or progress reports that they create, but typically, you know, if you wanted to do that for your students, you could, but admin don't have this same report. This is just the teacher gradebook report.

Dr. McManus: So this is just the teacher. "Can I tell it not to show points possible?"

Ms. Bullock: Yeah, tools, preferences, grading, uncheck points possible. Oh, are you talking about in the letter, in the report?

Dr. McManus: We're talking the letter, uh-huh.

Ms. Bullock: I don't think you have that option to turn that off. Let me see. Let me look at it again. Points possible isn't on here, but letter grade and percentages are. Now, let me tell you why letter grades and percentages are on here. It's because that's how my districts were set up, right, for my school that I'm in. If your school is strictly percentage, then that's all you're going to see is percentage.

Dr. McManus: Okay. And then they want you to share one more time how do you highlight three kids.

Ms. Bullock: Yeah, I can do that. So let me get back over here. And so I'm in my student groups, right-hand side. I click on the lower gray arrow where it says "active." I have 18 kids in my class. Don't I wish that were true in real life. And all you have to do is just hold down your control key and then pick

the kids that you want to report for, control key down and that's it. And then you choose selected group and/or student as the radio button to print that report.

So what I love about this, like visualize this, if you will. Let's say Mom and Dad are coming in for a conference. I'm going to click -- I'm going to go to my score sheet tab. I'm going to click on student view and everything about this child I can have available and show the parents even, you know, what the grades are. Well, this child is not doing so hot.

But in addition to that, let's say they're coming in, I could go to my reports tab and I can print out an individual student report for that one kid I have highlighted, right, and I can go in and say (indiscernible) for whatever term. It doesn't matter in this case. And then you can click "run reports" and you could have this available to them as well. And then be able to talk to your parents with a report and be able to pull up their students' view looking at -- these are standards that I have up here so you can see that these are standards. And if I had assessed those, you would see that, but you can see what she's doing in class, which is not very much.

All right. Next?

Dr. McManus: And then we had a comment, it says, "I'm logged in as a part-time admin and I can run a multi --," PowerTeacher admin, okay, "and I can run the multi-section report.'

Ms. Bullock: Yeah. You have to run -- as a PowerTeacher administrator, you can log in and run the report, yes.

Dr. McManus: Okay.

Ms. Bullock: But it's not something that I can do -- I'd have to log in to every teacher's gradebook in order to print that out.

Dr. McManus: Okay. And then Cathy says, "It seems that if you include assignments, it shows points possible."

Ms. Bullock: Yes, it does, and there's no way to turn that off.

Dr. McManus: No way to turn it off. Mike O'Shea says, "What are your recommendations for Google Chrome, Java, et cetera, update? We had several problems so far this year with the automatic update?"

UNIDENTIFIED SPEAKER: Oh, Java, yeah. Yeah, the issue has to do with Java and PowerTeacher. We're trying to work on that at Pearson and try to get them away from Java. That is the goal, but we know that lots of time with Java updates and PowerTeacher usually doesn't like the latest and greatest version, so in those instances, those need to have like Java 1.6 installed, so my recommendation is not to update to the latest for PowerTeacher Gradebook. We're hoping that that gets resolved and we don't have to deal with Java much longer. Keep your applause down.

Dr. McManus: And then there's a question, "Under letter grades, there's a numeric number. Can the LEA change that?"

Ms. Bullock: Yeah.

Dr. McManus: Okay.

Ms. Bullock: So what happens is, this is an LEA setup. Actually, it's a school setup, so when you're setting up your final grade setup for those of you who are data managers and LEA coordinators on the call, if you go into your final grade setup, there's two checkboxes. One says "suppress letter grade," one says, "suppress numeric grade." If you are numeric only, I would probably go in and say suppress the letter grade and you'll wind up with just one number as opposed to two numbers. And if you're still having issues with that, that's a help desk ticket.

Dr. McManus: Okay. This is another one, "Just to clarify, we have S1, T1, T2, T3, E1. And the F1 is the final grade for the end of the year."

Ms. Bullock: Yeah.

Dr. McManus: Okay. They just wanted to clarify. There's another one here, has to do with gaps for a semester. I just wanted to make sure we got that one.

Ms. Bullock: What kind of gaps are those?

Dr. McManus: Let me see if I can find that one.

Ms. Bullock: I have it. Can we have gaps and dates between Semester 1 and Semester 2? No, no, no, no, no, no, no gaps. No gaps, even if it starts on a Saturday or ends on a Sunday, no gaps. Best practice in PowerSchool says there should be none based on the sheer fact that, you know, we want to make sure that teachers are able to put in grades on Saturdays and Sundays. And if they do and they're not making attention, it won't show up and calculate in their final grades, so absolutely no gaps, even if it stops and starts on a Saturday or Sunday, let it be. It will work just fine, trust me.

Ms. Galloway: So I'll take one, too. I'm going to send you a message here shortly.

Dr. McManus: Okay, let's see. Hold on one second. "If an assignment maxes A and not A-plus, can you set the max to an assignment to A?"

Ms. Bullock: I'm not really sure I understand that. If the assignment maxes an A, can you set the max on the assignment to an A. I think that has to do with your grade scale, and so therefore, it's depending on your grade scale and that's set up at the LEA level. I'm not sure I answered that how they wanted it, but maybe they can expound on it.

Dr. McManus: Okay. And then here's another one. This is from Stefanie. "Our LEA has a policy that states that when a student receives an F as a final grade, it averages in as a 55. If the average was lower than a 55, how do we set that up?"

Ms. Bullock: You're going to have to go into that assignment or you could go in to the score sheet and you're in final grade mode, right? So I have a kid who has an F, this kid right here, right, and your policy says it has to be a 55. If you do a right-mouse click and go into score inspector, you can manually override that by checking the box to manually override. That activates the two boxes below when you can change that 42 to a 55.

Dr. McManus: Okay. Francine asks, "What should we do about teachers who cannot log into PowerTeacher using the iPad app?"

UNIDENTIFIED SPEAKER: That -- if you're using the iTunes PowerSchool iPad and you're having issues with that, I would put in a Help Desk ticket. I would -- the first thing I would tell you is I would go back and review my setup of that to make sure that you've got it set up on the LEA side of the house because there is setup that has to be done in order for the iPad to ping your server. And so I need to make sure -- the first thing I would do is check my setup for that, make sure that you have everything checked and all the setups done correctly. If that's done correctly, then I would put in a Help Desk ticket for that.

Dr. McManus: Mike asks, "Is there any way an administrator can run a multi-section report for a built group in PowerSchool such as a basketball team?"

Ms. Bullock: The multi-section report is teacher only, okay. So you only see the multi-section report in PowerTeacher gradebook. You're not going to see it as an administrator, but there are reports that you can run for a football team or a basketball team as long as you have those denoted in it as an activity in PowerSchool or however you have them denoted, then you can run a report, yes, but not the multi-section reports. That's a little bit more complicated because typically, a football team is not a class, right. And PowerTeacher and the teachers that are assigned to classes are those teachers that are assigned to those kids that they teach, so it's a little bit more complicated. Are there ways around it? Yeah, sure, but there are reports that you can run in PowerSchool. You can run a progress report in PowerSchool or a -- there's some sample high school report cards in PowerSchool on the PowerSchool side of the house and you can run those if you just need those for your own benefit and not having to run -- no offense, you don't have to run the State report card. You can run a sample report card in PowerSchool to get what you need.

Dr. McManus: Okay. Stacy asks, "How do you give someone an incomplete?"

Ms. Bullock: Oh, you create it as a score code. So go back to where we talked about a minute ago. We go to tools and we go to presences, and we go to score code, and you go in and you add and you give an

incomplete. And then you say, what value does it have? Does an incomplete have a zero value? Does it have -- what is that? So if you don't have any of your grade scale, because some of you may have an incomplete in your grade scale, I don't know for sure because everybody runs differently, but if I come over here and I am in assignment mode and I do a right-mouse click and I go to grades, there's an incomplete here that I just added, but if you want -- you may have one in your grade scale. It just depends because I know everybody runs a little bit differently, but I've seen pass and fail in a grade scale in North Carolina, but that's how I would put an incomplete in there.

Dr. McManus: Okay. "That would be for an assignment, but what about for a final grade?"

Ms. Bullock: Final grade, in final grade mode, so the same process -- I'm going over the same things. They're just different based on your question, but same thing, right? If I come over here, I do a score inspector, I can do a manual override of that grade and type in an INC here.

Actually, you know what? I can't do that. If it's not here, if it's not in my grade scale, I can't do that, so let me reiterate, go back and say that again. If it's not in the grade scale, I can't type in an incomplete. I could in the comments, say, you know, students really -- but unless it's in your grade scale, you can't do it on the final grade. My apologies in misunderstanding your question.

Dr. McManus: Okay. If a student registered for a year-long elective, but the parents of the IEP team decides they need to change after Semester 1, grades are stored, how do we state recorded grade for that course to keep track of instruction that they schedule into a single-semester term for the second semester?" The IEP team says, "Hm, we need to move this kid on over."

Ms. Bullock: Yeah, and where are their grades if they've been in a class?

Dr. McManus: Uh-huh.

Ms. Bullock: So on a student, on any students, let me -- this is probably good for everything to hear. So let me just do this. This is my English kids, right, so I'm going to come over to my

-- where did my backpack go? It's hiding. Hold on a second. I see it. Let's just say I'm going into this backpack right here and let's just pretend like this kid, Ramon Sandoval, decides that he needs to move out of a class, okay. So on the quick lookup screen, which is my favorite place in the world, and so while I'm here, if I'm on Ramon, this is a quick lookup screen, the quick lookup screen is the one screen in PowerSchool that everybody see. Parents see it. Teachers see it. Administrators see it. Everybody sees the screen, so if Ramon gets moved out of English I because he is going to -- from Semester 1 to Semester 2, he's got a Semester 1 grade from this English teacher, James Jorgensen, so we're going to transfer him out of there and put him in another class, an EC class or something to that effect, you will be able to click on "show dropped classes" and you will be able to see what he did in that drop class. And you can click on any one of these grades and have a hyperlink and you can come in now and you can see, as I scroll down here, what his grades were before he dropped out of my class. So do I need to do that again?

Dr. McManus: Yeah, do that one more.

Ms. Bullock: Okay. This time with feeling, right? Okay. So Ramon drops out of a class, I want to see what he did before he dropped out. I go to the quick lookup screen and, again, administrative, teacher, parent, and you go over here and you click on the link that says "show dropped classes," okay. And you click on that. Now I'm having to pretend, but you come over here and you say, oh, here's that English class, so I'm going to click on that, see where he was, see what he did, and then you can scroll down here to the bottom and you can see what assignments he had and what he was doing before then. Can the teacher print that out? Yes. Can the teacher print that report out just for Ramon and email it as a PDF to the EC teacher? You betcha. Because it's a PDF, right, so I can email -- you know how to do that now, so you highlight the one kid, you print the report, you save it to your desktop, attach it into an email with your report attached and give it to the teacher or whomever Ramon gets next, and there you go.

Dr. McManus: Okay. If a teacher --

Ms. Bullock: It's fun.

Dr. McManus: Yeah, this is fun stuff now.

Ms. Bullock: It is.

Dr. McManus: "If a teacher has left, how can her replacement get the grades from the previous teachers' gradebook?"

Ms. Bullock: Well, if a teacher leaves and we put in -- typically what will happen is or what should happen is that the data manager should actually just change the teacher of record to the new teacher, and they should just pick up with the same gradebook and not start all over again. If they don't do that, if they don't do that, then you'll have to do what I just did, which is go to "show dropped classes" and look at those grades there.

Ms. Galloway: Let me step back for a second. Say that again, Lynn. If a teacher leaves --

Ms. Bullock: If a teacher leaves, let me see if I can't log in real quick as an administrator, so give me just a moment. Okay. Oh, gosh, imagine that, that finger and those keys. Okay, so now those of you who are classroom teachers, this has nothing to do with you, so you just whistle a tune or something while we do this.

So I go to a section, and I'm going to make it beginning acting, and I go in here and I click on this one section right here, right, so when I get in here, see where it says that I'm the lead teacher, I can come in and change the date and I can go in and add the new teacher, right?

Ms. Galloway: Okay, okay.

Ms. Bullock: And I add that new teacher and then they can just start over with the same gradebook, get a new, you know, obviously name and password and all that fun stuff, but yes, they can do that there. Back to the gradebook.

Dr. McManus: Okay. Okay. And the question, follow-up question is, "What if it's a substitute that

would only be there for a month, is it the same process?"

Ms. Bullock: Yeah, I guess. I mean, if that's how you want to do that that's fine.

Dr. McManus: That's a local issue?

Ms. Bullock: That's a local issue. I'm not going to make that decision for you. You know, I don't know what that's going to do to PMR reports because that takes that lead teacher and makes the substitute the lead teacher, and I'm not really sure I'm really crazy about that idea. I would, you know, one of two things is we can make them a co-teacher and then they can log in as their own log-in, and then when they are no longer your substitute, we can delete them, but I would have a co-teacher, but I wouldn't have them as a lead teacher.

Dr. McManus: Okay, great. Good response there.

Ms. Bullock: Thank you.

Dr. McManus: "If a student moves from one section to another, how does the final grade calculate for the current class?"

Ms. Bullock: It would actually -- well, one of two things is going to have to happen here. One is that's a local policy or somebody's policy, certainly not mine, that if you have a grade where a kid moves out of the end of Semester 1 and goes to Semester 2, there's a manual process that can be run in PowerSchool to do that for that one student or 15 students or 500 kids, but typically, most schools, at least this is what I've heard, is they take the grade that the student had and they put that in a spreadsheet and then they calculate the final grad that way.

So the S1 grade is stores, right, the kid got an A, and they come to your class Semester 2, so some folks will say go to their S1 spreadsheet and then, you know, for that kid type in the S1 final grade and then calculate it that way. So there's a couple ways to do it, but there's a manual process that can be done in PowerSchool, and then the other way is for the teachers to put that student's grade in their gradebook, and how you do that is up to you in terms of processes. There's nothing in PowerSchool that says, "Hey,

make this happen," you know. There's not a magic button to push to make it go from one teacher to another.

Dr. McManus: Okay. And then the follow-up question was about the substitute teacher having an account for PowerSchool. The question was, "Can they have an account for PowerSchool?" Roz is going to answer that one.

Ms. Galloway: If a teacher is there, I think it's four and a half weeks or longer, then they are considered the teacher of record. I can get you the specific language from the student accounting manual.

Dr. McManus: Okay. And let's go back to report cards a little bit. "Will dropped grade information show on the final report card or is it only seen during the school year and in the quick look-up? Is there not an electronic copy permanently stored?" Because you had talked about if a grade is dropped, you won't know which one is dropped. Lynn, are you there? Did you drop?

(No audible response.)

Dr. McManus: Uh-oh.

Ms. Galloway: Oh, no.

Dr. McManus: Okay, everybody. Hold on one second. Let's see if we can get Lynn back.

(PAUSE)

Ms. Bullock: I dropped off. I am so sorry.

Dr. McManus: Ah, there you are, okay.

Ms. Bullock: I know, it was like, did she just leave? Did she just walk out of the room? No, she hit a button that she shouldn't have. I'm so sorry.

Dr. McManus: Okay. So the question was dropped grades.

Ms. Bullock: Yes.

Dr. McManus: You had said earlier that when you drop it, you won't know which one was dropped.

Ms. Bullock: Right.

Dr. McManus: And they're asking if there is a way that it was stored electronically somewhere.

Ms. Bullock: No. I wish. No.

Dr. McManus: Okay.

Ms. Bullock: That's why I said if you want to drop a grade, I would not go back in to your grade setup. You could do it at the end of the term -- if you're seeing my screen okay here. I mean, you could go back in at the end of the term and then go in and say drop the lowest, you know, lowest homework grade, right? And then -- my point is you want to make sure that you've gotten at least all of the grades in before you decide to drop the lowest, right?

Dr. McManus: Right.

Ms. Bullock: How does Power School know what the lowest is if you don't have everything in there? But the point is is that no, it doesn't tell you that it's dropped, so --

Dr. McManus: Okay. Another question from Cathy, "Once a student has been added to the portal, if he moved to another school, does he still see his grades?"

Ms. Bullock: Yeah. His grades will show up under that show-dropped-classes piece. So if you have kids who have transferred out in the middle of the year and they come to your school and you say, well, what did he have in his fifth-grade Math class, if you go to the quick look-up screen in your backpack and go to show dropped classes, you'll be able to see his grades.

Dr. McManus: Okay.

Ms. Bullock: That's cool.

Dr. McManus: That is cool. This goes back to what you showed earlier about incomplete for the final grade, but it wasn't in the grading scale. Who adds that in? Can the administrator add that in?

Ms. Bullock: That would be -- that's at an LEA level. Those grade scales are created and set up at the LEA level, not at the school building level, so if it's not there and you need it --

Dr. McManus: And this was a question from Kelly. Kelly, I may not have your complete question, but she asked if you would answer the question about missing late versus collected, what do all those mean?

Ms. Bullock: Oh, okay. So if you do a right-mouse click, I got to get out of final grade mode, I'm always in that mode, aren't I, so let me do this. I'm going to take this particular assignment and make it including the final grade. When I do that, it no longer -- then I'm going to come over here to scores and I'm going to take off the exempt because this is how you do it all in one fell swoop. Oh, come on, I did it wrong. Record score, replace all, check, uncheck, click "okay," here we go.

Okay, so right here I have a collected, which is a checkmark, which I used to love this. As a Math teacher I would go in and say you turn your paperwork in, you know, or spelling paper were due every Friday, you know, or test and all that fun stuff. So I would have my kids turn it in and I usually didn't have time to grade it. I was always trying to do something else like get a kid of a ceiling. So I would do a checkmark and say, "You turned it in. I could at least tell the parents that you are turning in your homework on a timely basis."

There's an L here that means he turned it in late and that little L does show up on the parent portal. It shows up when you click on the quick lookup screen. And then you can, you know, you can do a love note to them, too, right? So you could go down here to "show score inspector" and you go to your comment and you could go in here and say, you know, "Turned paper in late," deducted, you know, point for that. Of course, in the world of some educators, they'll tell you not to punish the grade. So that's late. Exempt means that the student is exempt from the grade. It doesn't count against them and it does not show up on the parent and/or student portal, show up as a missing assignment.

Missing is just that, it's missing. You know, my kids would say, "Well, I had it. It was in by book bag," you know, and I would say, "Yeah, I know, but the goat ate it." So you could do that. You could also leave it blank. If you leave an assignment blank in PowerTeacher, it doesn't count against the kid, but it

doesn't, you know, count for them either, so you just -- a blank won't do anything here except for when you want to run reports. So I'm going to digress for two seconds, and I know we're getting a little over crazy here, but there's a missing assignment report and the missing assignment report says, "Do you want it for unrecorded scores," which would be that blank I just did, "or do you want to do it for the missing indicator," which is that M I just put on?" You can do either one of those, and the bottom line is that when you run that, right, you want to be able to provide your kids with, "Well, here's the papers you're missing." If you're consistent and you've put an M all the way across, then you'll run one report. If you're not consistent and you have some blanks and some missing, then you're going to have to run that report twice in order to get everybody in there, so just so you know.

Ms. Galloway: So when you're filling those in, I think what I hear you saying is the blank doesn't count for or against them.

Ms. Bullock: Right.

Ms. Galloway: And the missing --

Ms. Bullock: But the parent would still see that the assignment is due.

Ms. Galloway: Do the missing and the lates count as zeroes?

Ms. Bullock: No, they do not. They're just flags that say this is missing. When they count as zeroes is when you go down here to your grades that you create and you say that absence is a zero. That's when it counts, but it doesn't calculate into the grade. Neither does the checkmark, right, so -- all of these are just a means in which you can keep track of what's going on in your classroom and who handed in assignments, who turned it in late, who turned it in missing, you know. And, you know, it's a great indicator to me. Like if I have a kid who's like been out and missed a test, I know who needs to do the makeup test, right? It's very quick and easy way for me to see that, so --

And listen, when you create these preferences and your score codes, they don't all have to be zeroes.

They can be, you know, a partial grade even. You can go in and create something called partial. And it's

not worth zero, it's worth like, you know, 70 percent of their grade, right? And so -- oh, come on, it doesn't like my little thing here. Look at that, so picky. There we go.

So now I have this partial and I can go out and put a grade on a student. I can click the "P" for partial and see what it does? It gives me a grade here of 40 percent out of 50. That's 70 percent, I guess. Oh, no, I'm sorry, I listed the wrong one, my bad. It will accept "P" and count it as 70 percent of a hundred. That's what that means.

All right, we're getting into like -- I didn't think we were going to take this long. Look at all of you asking all these great questions.

Dr. McManus: Oh, yeah, we've got until 5:30.

Ms. Bullock: Hey, listen, I'm the one who came up with that number, so --

Dr. McManus: Oh, okay.

Ms. Bullock: I'm glad I didn't say 6.

Dr. McManus: Okay. Here's another question, "If a teacher wants to bump a grade in the score inspector, does she just change the percent or does she change the percent and the grade also? I've seen where a teacher changes the grade only and then two different grades show in the student lookup."

Ms. Bullock: Yes, yes, you're right on the money on that one, my friend. So if I go in here and I say that I want to change the grade, I'm going to do a manual override and I change this to a 75, right, and I go to the next kid, guess what, the percent is going to be 75, but the grade is going to be F. They're not linked - those two fields aren't linked together, so yeah, make a note to yourself, check those; otherwise, you've got some explaining to do.

Ms. Galloway: Okay. Let me just go back to what you were talking about with the score code of missing. "So you could create a score code of missing and set it to zero, then it would impact the grade, correct?"

Ms. Bullock: You could, yes. You could. You could go into the tools and you could go to preferences and you could set a score code that says missing, right? You sure could.

Ms. Galloway: There is -- "Can you repeat the process -- can repeat that part about a process for students who move to another section?"

Ms. Bullock: Yes. Okay. So when you -- let's say that Mr. Jorgensen teaches English I all year that. That's what he does, but in the middle of that, Bob over here gets transferred out because he wants to graduate and there's a singleton that's getting in his way and so he's not going to be able to continue in Mr. Jorgensen's class. So his grades get stores for S1 under Mr. Jorgensen's class; however, when he goes to the next class, his grades from Mr. Jorgensen's class aren't going to follow, but you can find them in the quick lookup screen under show dropped classes. You'd be able to see his grades from that class. I hope that makes sense.

So I could go in and now that he's been added to my class, I could back to my S1 and just put in, you know, a final grade of whatever he had, right? In this case he has an F at 39 percent or 55 percent. So you can do it that way or -- but you would have to be -- you can see his grades. It's not going to transfer - his grades and his assignments aren't going to transfer for one class to the other, but I could -- here's what I'd do. If I got a new kid, I would go in and create one assignment, right, and here's -- let's just say this is the sample, so this kid right here comes in with a 70 from another class, I got that from a teacher, right? So what I could do here is I could go to my -- why isn't my right-mouse click working? Maybe it's the user. No, it's not. Oh, it's final grade mode again. Dang-gone it. I keep doing that with you all. It's all bad for me. I'm going to clear this all out. I'm going to clear every one of these out, so let me do this. Fill in score inspector and replace all and I'm going to check every one of these. This is how easy it is to wipe all that stuff out. See how I just cleared that out? So cool. I'm wonderful.

So basically what I would do here is let's say that this one kid gets a 70, so I'm going to type in here 70. That's where it came from. And then the rest of these kids I would just come in here and fill scores and

do items with no score, and I would just come in here and put in exempt for everybody else. That way this kid gets the 70 from the previous class and everybody else is exempt. And I wouldn't call it an exam grade, I would probably, in all likelihood, call it a transfer grade, right? I could just call it -- this is just me making this up off the top of my head, but, you know, if I were back in the classroom, this is what I would do. I would just call it transfer grade and I would know it came from, you know, and I would exempt him from -- exempt everybody else and create that one. That's my personal opinion.

Dr. McManus: "Do you have any suggestions on how to use a gradebook for K-2 students?"

Ms. Bullock: Yeah. I mean, the gradebook in itself is not necessarily based on the categories of homework, projects, quizzes and tests. I mean, that's what it comes with, but you can highlight these and you can come in and change that to, I mean, you can go in and -- I don't want to delete the categories, all right. That's not what I want to do. I want to come in here and I want to change it to observation, right. And maybe I want to come in here -- and I'm just going to do this so you can see this. And then maybe I want to do this as a learning lab, you know, or whatever you might have, right? And so, therefore, your grade school should be, you know, pluses or Ss and Ns and Us, I'm not sure what your grade scale is. Primary is always different. Kindergarten or first grade are always different. Most folks use standards and that's coming. You can do that with PowerSchool. You can associate standards, so those days are coming, but my point here is that even if you don't have standards in yet, you can go in and make those categories anything that has to do with how you run your business, right? And so if you're doing observations, learning labs, you're doing all kinds of little activities under a project name, it doesn't have to be an assignment as in read pages 1 through 14, but it can just be what, you know, what you're doing and whether they're mastering that or not or pluses and, you know, excellents or S's and Ns, you know, what that is. I think there's lots of ways in which you can use the gradebook, not necessarily from a standpoint of making it a traditional, you know, here's a piece of paper and go do the work and turn it

back in to me kind of thing. I can use it to my advantage to make sure that my kids are learning.

Now, what standards are in, and I don't want to open up this can of worms too much, but you'll see that there's a standard tab, and when you're associating an assignment, whether I'm observing you counting to ten by two or whether I'm asking you to identify the colors of the rainbow or whatever it is I want you to do, once your standards are in, you'll be able to align those standards and associate those to that assignment.

So again, it doesn't have to be homework, quizzes and tests. It can be whatever you want that to be. We don't dictate in PowerSchool how you run your business in your classroom, so lots of vocational schools use this product, and so they're totally out of the box when it comes to how they're using the gradebook, so you can do the same thing in kindergarten and first grade. It doesn't have to be traditional. I hope that helps.

Dr. McManus: Yes. And as soon as we get those standards pushed down to everybody, it will make more sense probably.

Ms. Bullock: It will. It will. We'll probably need to come back around and do a standards one.

Ms. Galloway: Yeah. Once we have that sent out to everybody, we'll have to have more webinars.

A couple more questions. I think this is a clarification, "So the student transfers into a class and one assignment is created to hold the grade from the previous class. If the receiving teacher is using category weights, what should we do to be sure the new student's grade comes out right?"

Ms. Bullock: Well, that's going to require you to do a little math on your end. If you're using category weights, you're going to have to make a decision on where you want that to sit, right? Does it sit in tests? Do you need to create a separate category for it? I would probably do that and then not have it weight into anything. But I'd have to sit and think about that.

Dr. McManus: Okay. This goes back to K-2, "Are K-2 four-point scale, meaning three on grade level, four above, two is proficient and one is below. We're still having trouble setting this grade scale up."

Ms. Bullock: The grade scales are created at the LEA level. The grade scales should be then associated to the courses and/or sections for those grades. For those teachers who teach and use that grade scale they have to be associated. It's just a drop-down box that's associated, but once you do that, you should see that four-point scale. So here, let me drop out of this class and let me go to an elementary school. So this is fifth grade. You all see how I plan all this stuff out. I didn't teach English, but Jorgensen's got a good gradebook.

(PAUSE)

So over here I have Os and pluses and all that fun stuff, so my grade scale here -- oh, let me come over here. Let me go to final grades then. If I go to score inspector and I look at my, I'm going to manual override this -- see, I have Os, pluses and NIs, and so I have a totally different grade scale here as opposed to a hundred-point scale, A through F scale. So in PowerSchool, you can have any grade scale you want as long as they're a keystroke on the keyboard for it, right? So if you need a 4, 3, 2, 1, you have to create the grade scale at the LEA level and then you have to associate the grade scale either through the course or to the section. You don't have to do both. If you associate it to the course it will default to the section. And then your teachers will then see a 4, 3, 2, 1 for your K through 2s or K through 3s.

Ms. Galloway: Let's get one more question, "Can you talk about or can you --," let's see, how do I want to say it? I just saw it. "Can you r-explain partial grading."

Ms. Bullock: Can I do what now?

Ms. Galloway: "Re-explain partial grading."

Ms. Bullock: Yes. Yeah. So in the environment where you as the classroom teacher want to go in and say, you know, "I don't want to penalize a kid for not turning in his work, but I do want it to note that it says that it's partial credits," then you can set that up so that a student can receive 60 or 70 percent of a grade if they turn it in, right? So if I come in here and say that a student gets a grade, I don't want to do

homeroom -- I don't get a grade in homeroom. I get a grade in Math, though. And so the point is is that you would be able to go in and -- I lost my train of thought. I'm sorry.

Ms. Galloway: Partial grading.

Ms. Bullock: Partial credit, yes. You could go in and create, let's see, X, Y, Z and then it's homework. I'm making this up. You know it's not going to be Quarter 2, it's going to be Quarter 3. There it is. See, I told you everything date-driven. So if I come in here and do a credit and do a partial here, then the grade that the student receives will be 60 percent of that which is 10 points, so it would be 60 percent of ten, which means they get a six out of ten on that, right? God, I'm glad I do whole numbers here; otherwise, I'd be having to calculate with my fingers.

So it just allows you to go in and do partial credits on assignments, so for whatever reason, like I used to do term papers. I'm sorry I keep bringing up mine, but that's all I can relate to, so my term papers were due at a certain period of time. If you didn't turn it in on the date it was due, then I might do a partial credit, you know, every day it was late.

Now, that just goes to show you what a horrible teacher I am because now educators will tell you that you don't punish the grade, you punish the behavior for turning it in late. So I don't know what I'd do today.

So good luck with that.

No, but if you choose to use it, that's great. If not, you don't have to. It's one of those things where it depends on your grading policy and if you do partial credit or not. It's a one-set thing. It's not like I can go in and give one kid 60 and another kid 70 as a partial. It really -- in that case you're just going to have to go in and do that by hand, but this is just a one set partial credit or partial grade for that assignment.

Ms. Galloway: And we are out of time. And, Lynn, I want to thank you for being available to do this webinar. We have lots of questions, so we'll take those questions and we'll get answers and post follow-up for the questions. We will post the webinar with a recording on the SIS site and we'll put out links and provide a communication that has those links to you. We normally try to get those out first thing

tomorrow, so be looking for communication on that through our bulletin.

But we just want to thank you so much for being available to provide answers to some of the questions that we've had. And again, we will get these questions with answers back out to everyone, so we'll post those as soon as we have them completed.

Dr. McManus: We also want to thank all of the participants who are still online. We will have an OpenClass webinar in January, so that one will be rescheduled. We also can do another one of these if we need to especially when the standard-based report card comes out. So remember, every Thursday from 3:30 to 4:30 there is some sort of a webinar on Home Base. We do have one per month focused on teachers, and so if you have other topics that you would like to have us have with you or our district staff or even school administrators, please email those to us. We set up the schedule ahead of time, but as we find there are other topics that we need to address that have a higher need, we will change the topics as needed. So if you're registered for one, if we do change a topic, we will do the automatic reply to everyone to let them know the topic has changed. We do know that some of you may not have gotten that in time, but we will continue to use to try to communicate with you what the topics are for the webinar. Thank you so much for everything.

Ms. Bullock: Bye, guys, have a great evening. Thank you.

Ms. Bullock: Okay, now I'm going to really hang up.

Dr. McManus: We still have the webinar open, so we're going to stop the recording. If you have a last-minute question, you can go ahead and type it in. Those of us here at DPI who can answer that question will try to answer that for you or we will refer you to the support center. Thank you very much.

(CONCLUDED)