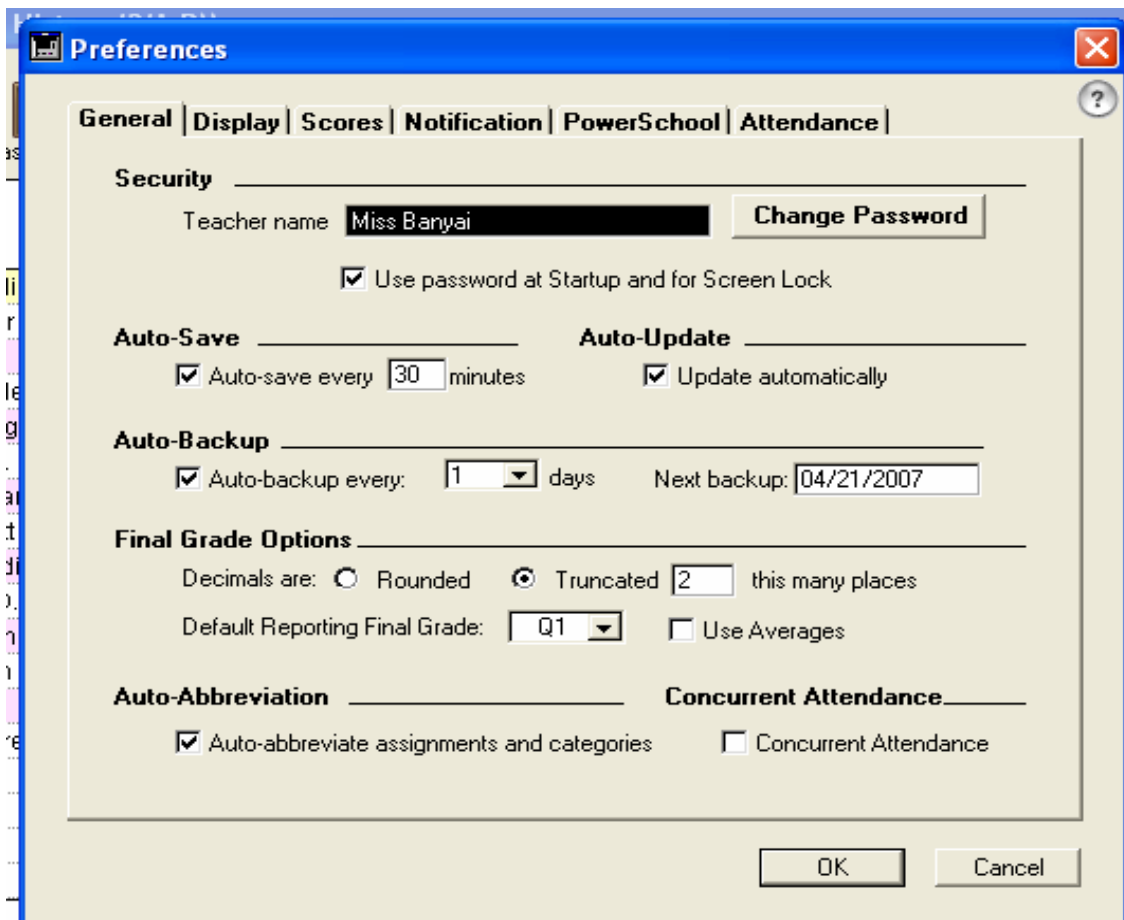


Things to think about on the General Tab of Preferences:

Teachers name, this will be shown on all reports printed by the teacher.

Auto-save, update automatically, and auto-backup should be checked unless there is a problem with the powergrade. Then uncheck before closing to not save problems.

Final grade needs to follow school policy or teacher policy and noted so parents know what it is.



The image shows a screenshot of a software preferences dialog box titled "Preferences". The "General" tab is selected, and the "Teacher name" field contains "Miss Banyal". The "Security" section has "Use password at Startup and for Screen Lock" checked. The "Auto-Save" section has "Auto-save every 30 minutes" checked. The "Auto-Update" section has "Update automatically" checked. The "Auto-Backup" section has "Auto-backup every: 1 days" and "Next backup: 04/21/2007". The "Final Grade Options" section has "Decimals are: Truncated 2 this many places" selected. The "Default Reporting Final Grade" is set to "Q1". The "Auto-Abbreviation" section has "Auto-abbreviate assignments and categories" checked. The "Concurrent Attendance" section has "Concurrent Attendance" unchecked. The "OK" and "Cancel" buttons are at the bottom.

Preferences

General | Display | Scores | Notification | PowerSchool | Attendance

Security

Teacher name: Miss Banyal **Change Password**

Use password at Startup and for Screen Lock

Auto-Save **Auto-Update**

Auto-save every 30 minutes Update automatically

Auto-Backup

Auto-backup every: 1 days Next backup: 04/21/2007

Final Grade Options

Decimals are: Rounded Truncated 2 this many places

Default Reporting Final Grade: Q1 Use Averages

Auto-Abbreviation **Concurrent Attendance**

Auto-abbreviate assignments and categories Concurrent Attendance

OK Cancel

Things to think about for the Display tab of Preferences:

Font should be easy to read. Arial I believe is best. Font size should be no smaller than 12 for readability and keep the font color black.

Play with the header, highlight, and alternate row colors. Remember that red and green are hard for people to see. Yellow is a really good color to use for the highlight color, as it is calming to the eye.

Do not change the background color this makes things very hard to read.

Showing attendance for dates is something that can clean up a powergrade screen easily for a new user make sure to show them were to make changes.

The image shows a screenshot of a software preferences dialog box titled "Preferences". The "Display" tab is selected, and the "Attendance" sub-tab is active. The "Spreadsheet Options" section includes settings for font (Arial, size 12, black color), header color, highlight color (yellow), background color, and alternate row color (pink). The "Add Students" dropdown is set to "Alphabetically", and the "Hide Citizenship" checkbox is unchecked. The "Attendance & Assignment" section has the "Show only Attendance & Assignments in this date range:" checkbox checked, with a date range of 03/26/07 to 05/26/07. The "Apply to assignments window" checkbox is also checked. The "Date Format" is set to "Apr 23". The "Show Absences" and "Show Tardies" checkboxes are both checked. "OK" and "Cancel" buttons are at the bottom right.

Preferences

General | **Display** | Scores | Notification | PowerSchool | Attendance

Spreadsheet Options

Font: Arial | Font Size: 12 | Font Color: ■

Header Color: □ | Highlight Color: ■

Background Color: □ | Alternate Row Color: ■

Add Students: Alphabetically

Hide Citizenship

Attendance & Assignment

Show only Attendance & Assignments in this date range:

03/26/07 - 05/26/07 Apply to assignments window

Date Format: Apr 23

Show Absences Show Tardies

OK Cancel

Things to think about on the Score tab of Preferences:

What do you want to display unrecorded scores as? I recommend switching this to one character.

Keep the calculate at exempt for ease.

Work with what you type in for count as exempt, unrecorded and Zero short and self-explanatory. Make sure that you have some place that you can explain this to parents, students, and other staff as they will be see this for the parents and admin side of powerschool.

The image shows a screenshot of the 'Preferences' dialog box in a software application, specifically the 'Scores' tab. The window title is 'Preferences' and it has standard Windows window controls (minimize, maximize, close) in the top right corner. The 'Scores' tab is selected, and the 'Unrecorded Scores' section is active. This section contains several settings for handling unrecorded scores:

- 'Display unrecorded scores as' is set to '^'.
- 'Calculate as' has two radio buttons: '0 pts earned' (unselected) and 'Exempt' (selected).
- There are three columns of text boxes for defining score categories:
 - 'Count as Exempt': The first box contains 'done', and the others are empty.
 - 'Count as Unrecorded': The first box contains 'sick', the second 'talk', and the third 'gone'. The others are empty.
 - 'Count as Zero': The first box contains 'cheat', the second 'late', and the others are empty.

At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons.

Things to think about in Assignments:

Keep your categories to about 4 or less. The more you have here the more confusing it can be to parents and to students.

Name things specifically as to what section you are doing or the name of the worksheet.

Abbreviate just watch what this turns to as it can get fun at times.

Make sure you have a weight in all grades and a pts poss. If you have problems with scores being very high or very low or something not counting and your grades not showing right this is the first place to look.

Watch your due dates for grading periods.

Descriptions are helpful for out of ordinary assignments, not always necessary. Some teachers have put notes in the description place.

Web links are very handy with online assignments or placing websites where you can find notes.

Due Date	Name
03/30/2007	Ch 17 Napoleon Test
03/30/2007	Notes week one
03/30/2007	Learning the 1900s
04/03/2007	Ch 20-1 questions
04/05/2007	Ch 20-2 questions
04/04/2007	early 1900s act
04/05/2007	notes week two
04/12/2007	1910s worksheet
04/13/2007	notes week three

Category: activities

Name:

Abbrev:

Pts. poss: Weight:

Date due:

Description: (optional)

Web Link

Standards

View Group Apply to other classes in group Other Classes

New Delete Accept Close