

EDUCATION TECHNOLOGY SERVICES

PSUG 2007
Tips & Tricks

Activity #1

Viewing PowerGrade Backups

- Click on System
- Click on PowerGrade Settings
- Click on Current PowerGrade Backups
- A .zip file indicates a Windows user and a .bin indicates a Mac user

Activity #2

Creating Access for Special Ed/Title I Teachers

- Create an extra period by clicking on school and years and terms
- Click on the year name
- From the drop down add an extra period
- Click on school
- Click on periods and rename the period to indicate the period is set up for additional information or services. Name it something such as SS for special services
- Create a course by clicking on school and courses
- Click on view master course list and new to create the course
- Fill in the course name, number and be sure to exclude it from GPA, class rank, honor roll and check the box to exclude on report cards.
- Click submit
- Find the course on the master course list and check the box to activate it
- Click submit
- Create a section for the course by clicking on school and sections
- Choose the term and check the box next to the special period that was set up
- Choose a teacher, fill in the section number and room
- Click submit
- Enroll students into the section
- Give the teacher a log in id and password to PowerSchool teacher and they will then be able to log into PowerSchool teacher and click on the backpack, choose the student, and click on the quick lookup from the drop down to monitor the grades students are receiving.

Activity #3

Updating Gradescales for Teachers

- Click school and courses
- Choose the correct gradescale from the drop down
- Click submit
- To push this change out to PowerGrade click on system, powergrade settings, and update gradescale
- Choose the teacher and the section that needs to be updated

- Click submit
- Inform the teacher of this change. The next time they open their gradebook they will get a notification that a new gradescale has been updated and they must accept this change

Activity #4

Setting up an Export Template to Export out Days Absent

- Click on Special Functions
- Click on Importing and Exporting
- Click on Templates for Exporting
- Click new
- Name the template, choose to export from the students table and check the box to show column titles on first row
- Click on the #columns next to the template you just created
- Click new
- In the title text box type in Name
- In the field text box type in lastfirst
- Click submit
- Click new
- In the title text box type in Q1 Absences
- In the field text box type in ^(*DABS;Q1)
- Click submit
- Continue to create new entries if you would like to include absences for Q2,Q3, and Q4
- To export the data choose the students from the start page and from the drop down choose export using template
- Choose students from the drop down
- Choose the name of the template from the drop down
- Save the file and open with Excel

Activity #5

Creating an Honor Roll for Each Quarter

- Click school and honor roll
- Click on new
- Name the honor roll (ie Honor Roll Q2)
- Click submit
- Click on levels and new
- Fill in the name, evaluation order, GPA options (be sure the correct method is chosen) and any grade options. (It may be a good idea to go into your levels you already have set up and print them off for a reference)
- Click submit and create honor roll for Q3 and Q4

Activity #6

Sharing PowerGrade Reports

- Create a report in PowerGrade
- Upload it to the admin side by clicking on system, powergrade settings, and powergrade reports
- Click browse to find the file
- Click submit
- The reports will show at the bottom of the list of reports for teachers using PowerGrade