powerschool quick guide

Logging In

- ✓ You must log into PowerSchool to access Gradebook
- ✓ The website can be found under business applications on the intranet or at this website: https://wcpss.powerschool.com/teachers/pw.html
- ✓ Your username is WCPSS + your employee number
- ✓ Your password is your webmail password
- ✓ Once you are in PowerSchool, you should be directed to the home screen and you will look for "Gradebook" on the left side panel menu
- ✓ You may either click on the button beside the word "Gradebook" or on the word itself
- ✓ Clicking on the button will launch a download (look for it in the bottom download bar) and then follow the prompts- you may need to try loading it twice)
- ✓ Clicking on the word will bring you to a short screen that has a launch button near the bottom; follow the prompts from there

Making Assignment Categories

- ✓ Once you're in Gradebook you will need assignment categories
- ✓ The bottom left hand section has some default assignment categories like test, quiz, homework
- ✓ You are able to change these by using the +/- buttons above the categories or by double clicking on one of the existing categories
- ✓ This is not a huge component of Gradebook but may come into play more when Parent Portal opens (the system that lets parents view their student's progress...i.e., parents may want to know specifics about the different types of assignments)
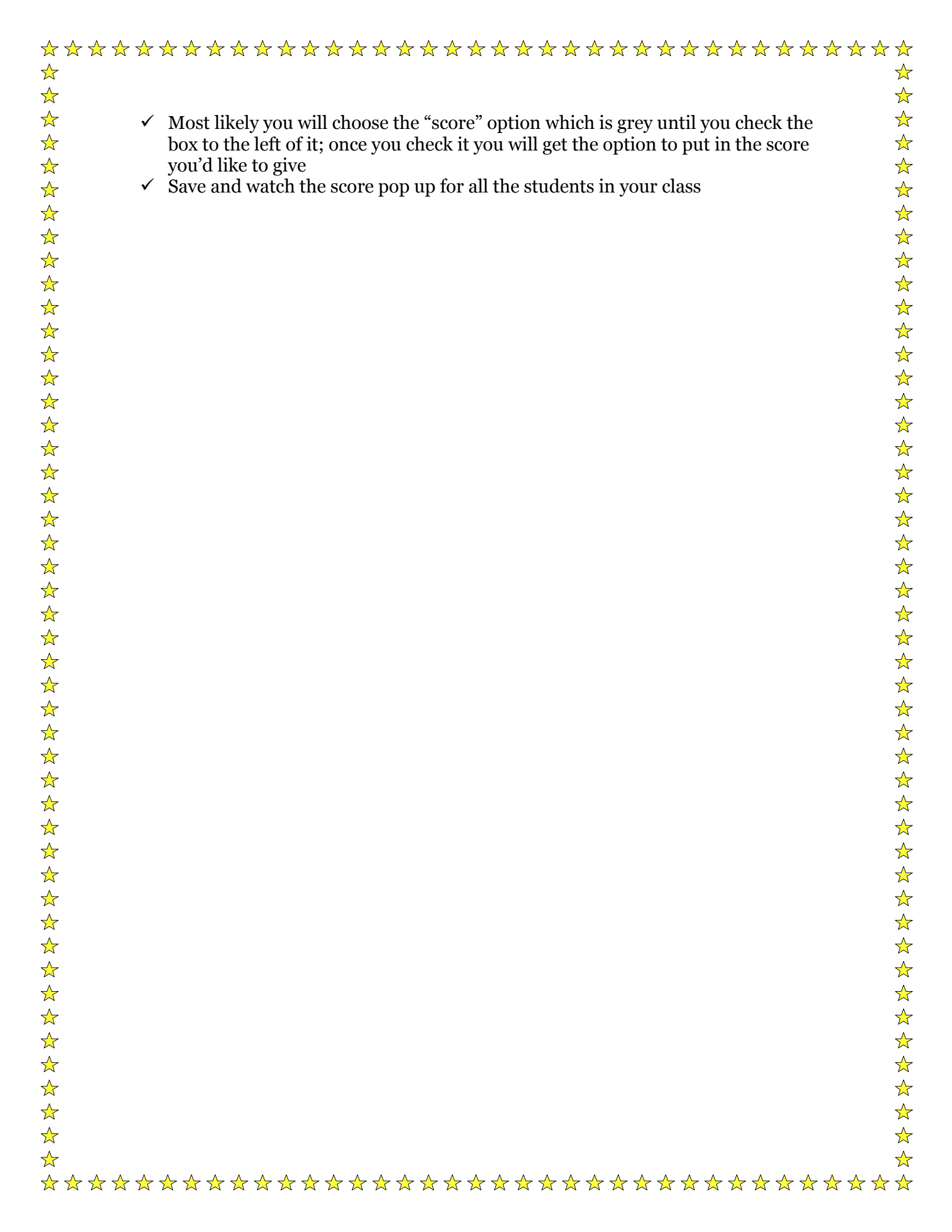
Adding Assignments

- ✓ You will need to add assignments for each of the subjects to get your final grade; please remember that all bold standards (this is all math standards and select ELA standards) need to have at least 3 assignments to give accurate measurement of progress
- ✓ When you are ready to add an assignment, click on the course you want (upper left section)

- ✓ Right now, the class courses are defaulted to a course name; more tips to come, including how to rename these courses
- ✓ For this example, let's say we clicked on an ELA course
- ✓ Once you click on the course (and you're under the correct year) your students should populate in the big work section
- ✓ Above the student name section (hovering over where the Absent and Tardy count columns are) is another +/- duo. These buttons will help you add assignments
- ✓ Add an assignment by first clicking the + button
- ✓ A screen will pop up that prompts you to categorize the assignment (you will need to fill out a name, abbreviation, and category)
- ✓ All assignments in elementary must be worth up to 4 points, and cannot be weighted
- ✓ All assignments must be included in the final grade (there is a check box for this that is usually already defaulted for you)
- ✓ All assignments (for now) can be published immediately (this will change perhaps when Parent Portal is live)
- ✓ There are three tabs in the "New Assignment" pop-up screen. The first is "Assignment", the next is "Publish", and the last is "Standards".
- ✓ Fill out the appropriate boxes for "Assignment" and "Publish" and then pick the standards that go with that assignment in the "Standards" tab
- ✓ SAVE everything when finished (it will probably prompt you to do this)
- ✓ You have now created an assignment

Filling Scores (& inputting scores for a whole class at a time)

- ✓ If you are filling in scores you can choose from two different ways
- ✓ You may click in the box under the assignment and beside each student's name one by one to input the score
- ✓ There is also a function for this where you can double click to signify if a student's work is "missing", "exempt", "late", etc. Because we don't know how this will affect final grades yet, this may be helpful to use for your own purposes but a student may need a blank or a real grade before the report card is issued; more information to come
- ✓ The other way you can enter scores (if most students got the same grade) is to "fill scores"
- ✓ Click in the box beside the first student's name (and underneath the assignment for which you want to do this function)
- ✓ Go up to your grey bar at the top of the screen and click "Tools"
- ✓ Find "Fill Scores" and click
- ✓ You will be prompted to decide how you want to fill scores (this could also be helpful to fill in scores if you had left some blank earlier)

- ✓ Most likely you will choose the "score" option which is grey until you check the box to the left of it; once you check it you will get the option to put in the score you'd like to give
- ✓ Save and watch the score pop up for all the students in your class