

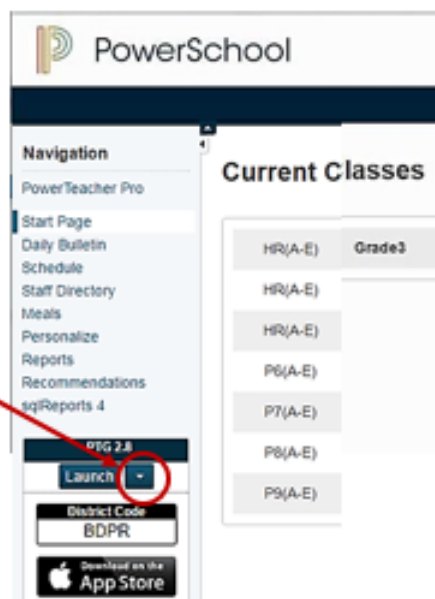
## Entering Scores into Gradebook Using the **Old Launch Method**

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Accessing PowerSchool's Gradebook via the **old launch** method:

1. Open Google Chrome (recommended browser for Gradebook) and navigate to Foxborough Public School's website. Click on the PowerSchool link in the top right corner and log into PowerSchool.

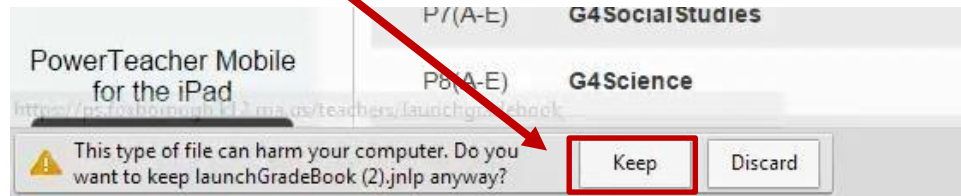
2. Once logged in, in the left pane, click on the **down arrow** to the right of the **Launch** button



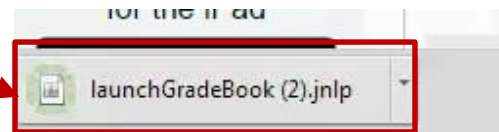
3. Click the **Older Launch** link.



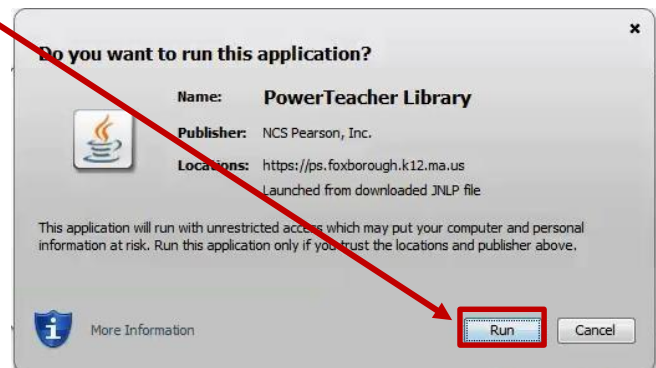
3. A **security prompt** may appear in the **bottom of your screen** asking if you want to keep the launchGradeBook.jnlp file. Click **Keep**.



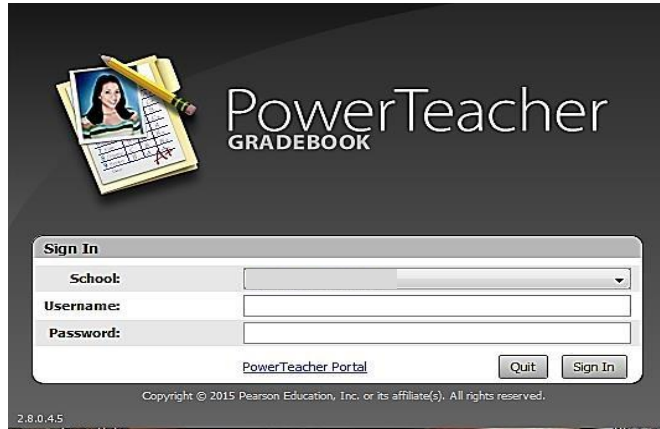
4. Click the **launchGradeBook.jnlp** file to run it.



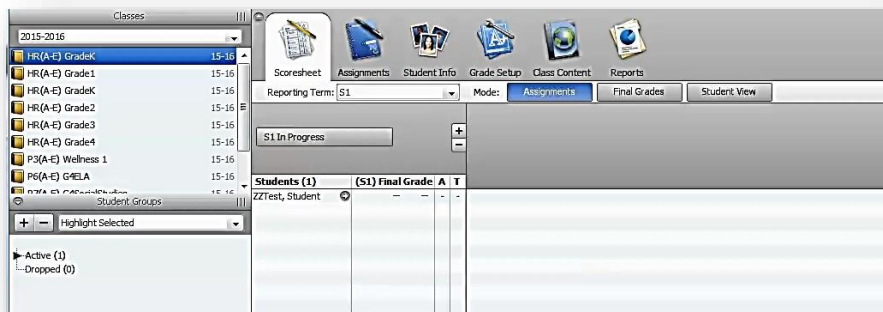
5. A message that the application is downloading will appear briefly, followed by a prompt asking if you want to run the application. Click **Run**.



The **PowerTeacher Gradebook log in screen** will appear (note: it may take a minute or two to load). Select your **school** and then enter your **username** and **password**. Then click **Sign In**.

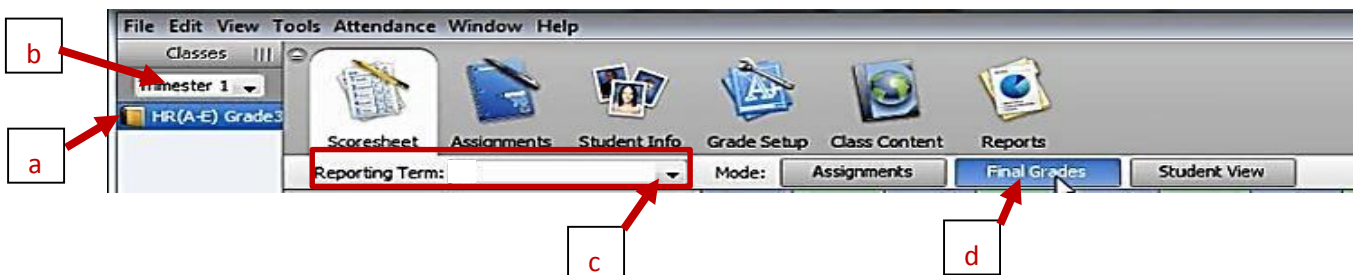


Your **Gradebook** interface will load.

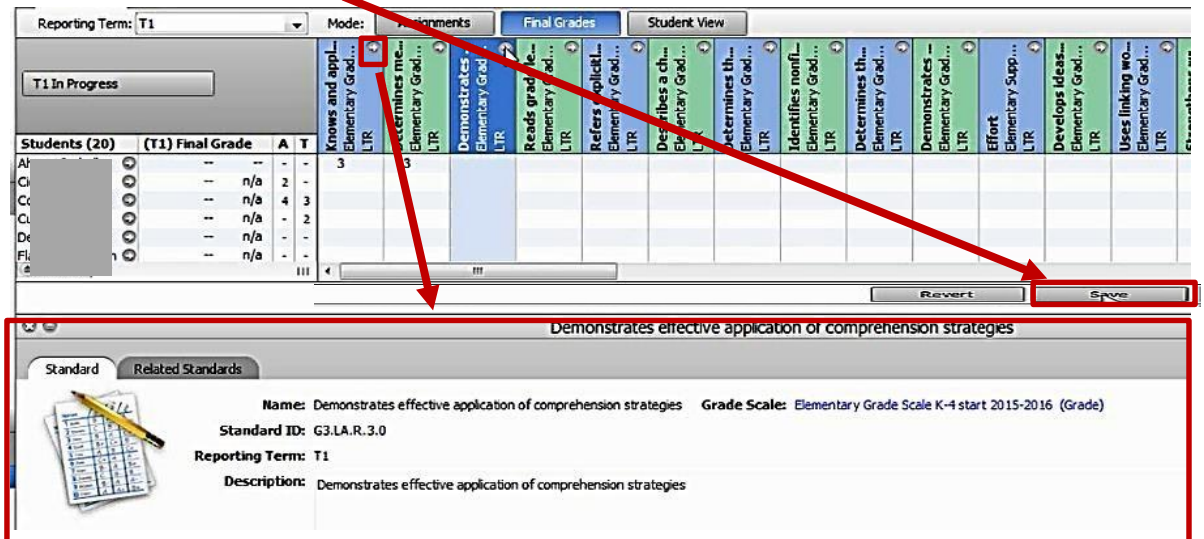


### Entering Student Scores in Gradebook:

1. In the top left of the **PowerTeacher Gradebook** window, (a) click on your class, (b) then the **Classes** dropdown arrow, and **select the appropriate year/period** you are entering grades.
2. Verify the correct (c) **Reporting Term** is selected. **Very important!**
3. To begin entering your grades, click on the (d) **Final Grades** button on the top toolbar.



- In the **Final Grades** window, enter your students' scores under each standard. As you enter scores, it is important to click **Save** frequently (recommended every 2-3 minutes!)

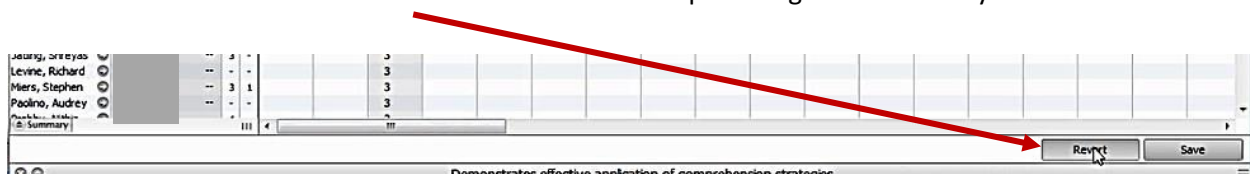


#### Tips:

- Click on the arrow at the top of any standard to open up a window at the bottom of the screen with a description of the standard for grading purposes.
- If you would like to **autofill** a score for all or multiple students on a particular standard, right click on the standard and choose **Fill Scores**
- When entering grades, if you receive a message that you have entered an invalid score, check that you are entering the correct score type for that standard (letter vs. numeric). For example, items for Student Responsibilities and Standards for Mathematical Practice require a letter grade)

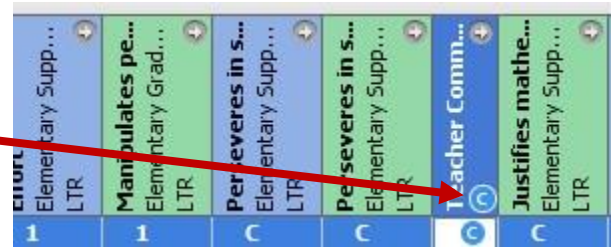
#### Changing scores you have entered

- The most reliable method for changing a single score you have entered is to first delete the incorrect score, click the **Save** button, then enter your new score.
- You can also use the **Revert** button to undo multiple changes made since your last **Save**.

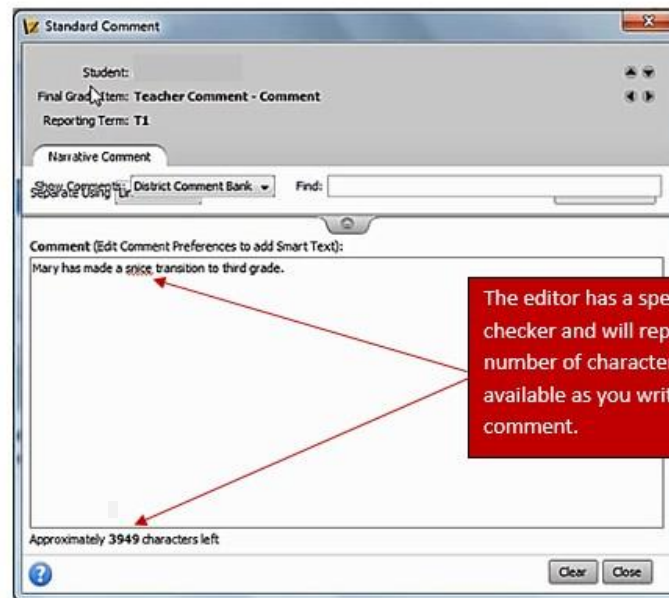


## Entering Comments

1. Scroll through the standards to locate the standard column marked with a **blue circle and a C** in it. **Right-click** on the **student's cell in this column** and click **Show Comment Inspector**.



2. A **Standard Comment** dialogue box will appear. Enter your comment in the **Comment text box** provided.



### Tip:

- You can also work on your comments in a Word document or other text editor and copy and paste them into this Comment box. (Note: If the copy/paste is not working using your mouse, use keyboard shortcuts instead: Copy= Ctrl + c, Paste = Ctrl + V)
3. When done entering your comment, click the **Close button** in the lower right of the dialog box and then the **Save button** in the **Final Grades** window.

Repeat this process of entering grades and comments for each of your students. Remember to hit **Save** frequently.

### Viewing and/or printing report cards

1. Log into **PowerSchool**.
2. Click on **Reports** in the left navigation pane.
3. In the drop-down menu to the right of the prompt asking which report you would like to print, click

**Reports for All Students**

Which report would you like to print?

For which students?

Test print?

Watermark Text

Watermark Mode

When to print

Report Output Locale

Class Attendance Audit  
Class Attendance Audit  
Parent(s)/Guardian(s) of: (no address)  
Student Name and Address Labels  
-----  
Ahern Physical Fitness Results  
Attendance - Days Absent  
Bus Listing for Students  
FHS Physical Fitness Student  
FPS Physical Fitness Assessment  
**Grade 1 Report Card 2015**  
Grade 2 Report Card 2015  
Grade 3 Report Card 2015  
Grade 4 Report Card 2015  
Grade Kindergarten Report Card 2015  
Report Card - Grade 1  
Report Card - Grade 2  
Report Card - Grade 3  
Report Card - Grade 4 - B  
Report Card - Grade 4 - Igo  
Report Card - Grade 4 - T

Submit

on the report card listed for your class. Then the **Submit** button.

4. When complete, hit **View** to the right of the print job name to see the report cards for your class.  
Note: it may take a minute or two for the report to complete.

**Report Queue - My Jobs**

Refresh

Created	Job Name	Started	Ended	Status
11/19/2015	Grade 3 Report Card 2015	11/19/2015 04:19 PM	11/19/2015 04:20 PM	Completed View
11/19/2015	Grade 3 Report Card 2015	11/19/2015 03:30 PM	11/19/2015 03:31 PM	Completed View
11/19/2015	Report Card - Grade 3	11/19/2015 10:08 AM	11/19/2015 10:08 AM	Completed View
11/09/2015	Teacher- Class Roster Weekdays	11/09/2015 08:16 AM	11/09/2015 08:16 AM	Completed View
10/27/2015	Report Card - Grade 2	10/27/2015 06:55 PM	10/27/2015 06:55 PM	Completed View

- If you would like to save and/or print your report cards, mouse over the document to reveal the controls and click on the desired option.

The screenshot shows a web browser window with the URL [https://ps.foxborough.k12.ma.us/teachers/reportqueue/Grade\\_3\\_Report\\_Card\\_2015.pdf?ac=report\\_batch\\_getresult&report\\_batch\\_jobID=167116](https://ps.foxborough.k12.ma.us/teachers/reportqueue/Grade_3_Report_Card_2015.pdf?ac=report_batch_getresult&report_batch_jobID=167116). The page content is as follows:

**Term I Comments**  
Mary has made a snice transition to third grade.

**Term III Comments**

**Term II Comments**

**Mission**  
The mission of the Foxborough Public Schools, guided by its core values, is to engage students in a rich, diversified education, thereby empowering them to challenge themselves as they become productive, responsible citizens.

**Values**  
Challenging and innovative educational experiences promote academic excellence by meeting the needs of students in ways that engage them in their learning.

**Foxborough Public Schools**  
**Grade 3 Report Card**  
**2015-2016**

Student: [redacted] ec  
School: Igo Elementary School  
Teacher: Lisa Alden

Attendance	Term I	Term II	Term III
Absent	0	0	0
Tardy	0	0	0
Dismissed	2	0	0

**Student Responsibilities**  
C = Consistently O = Often S = Sometimes R = Rarely

Behavior to Support Learning	Term I	Term II	Term III
Demonstrates expected behavior			
Makes effective transitions			
Listens and sustains attention during lessons			
Cooperates and interacts well with others			
Demonstrates self-control in structured situations			
Demonstrates self-control in unstructured situations			
Uses appropriate strategies to problem solve in social situations			
Accepts responsibility for own actions			
Chooses appropriate time to participate in classroom conversations			
Demonstrates ability to self-regulate actions and/or emotions			

**Work Habits to Support Learning**  
Follows written and oral directions  
Focuses on tasks and uses time effectively

At the bottom right of the report card table, there are icons for save and print, which are highlighted by a red arrow.