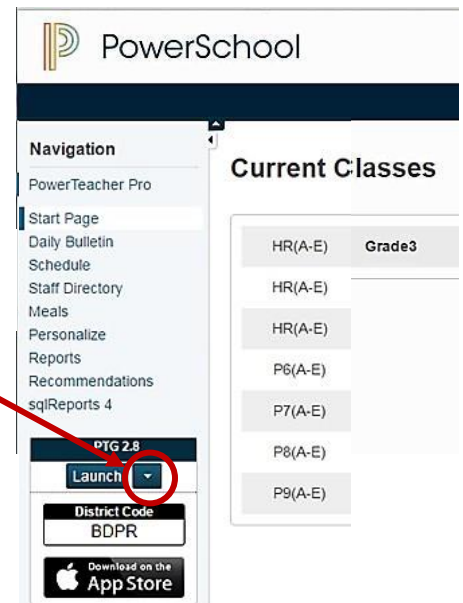


# Entering Elementary Scores into PowerSchool's Gradebook

## Downloading and installing Gradebook onto your desktop:

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**.

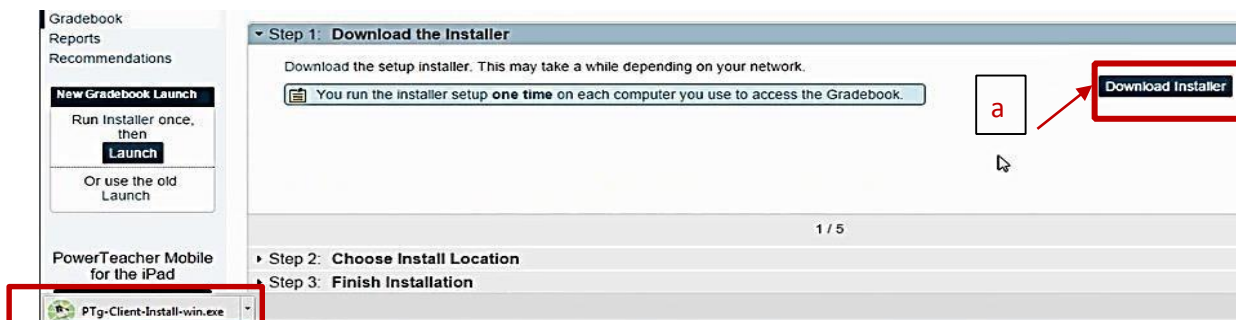


2. Once logged in, in the left pane, click on the **down arrow** to the right of the **Launch** button

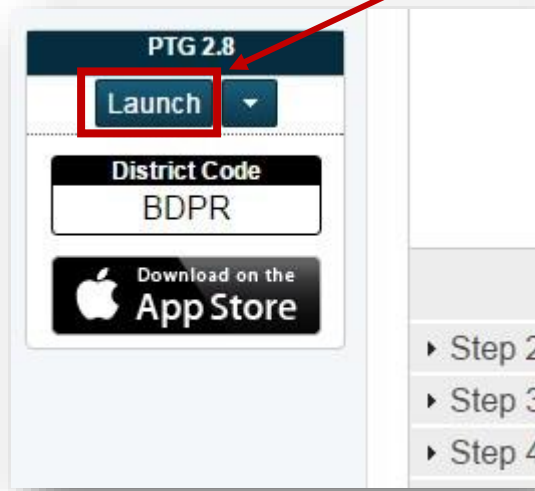
3. Click the **Installer** link.



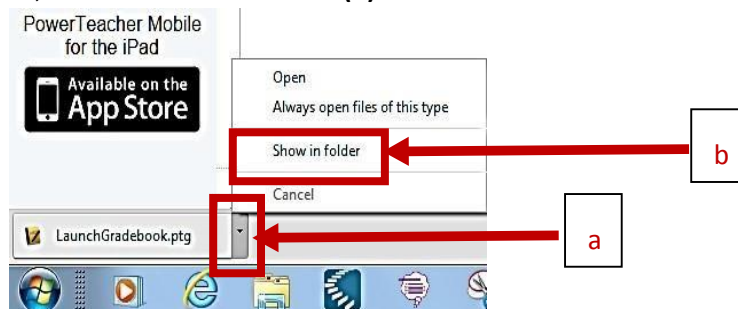
4. Click the **Download Installer** button (a) in the main window. Once downloaded, (b) click on the installer file, **PTg-Client-Install**, to run it (you will typically see your downloaded file in the lower left corner of your screen). Follow the prompts.



- After the installation completes, activate Gradebook by clicking on the blue **Launch** button in PowerSchool's left pane.



- A **LaunchGradebook.ptg** file will download. Locate the file in the lower left of your screen. (a) Click on the arrow to the right of the file, and click **Show in folder** (b).



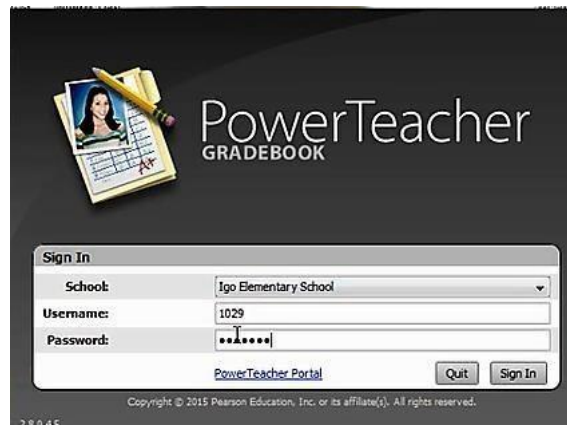
- In the folder, click on the **LaunchGradebook** file to run the program. (Note: If a **Terminate Other Sessions** dialog box appears, click the **Terminate Other Sessions** button)

**Note:** This process installs a PowerTeacher Gradebook icon on your desktop. In subsequent sessions, click on this icon on your desktop to open Gradebook.



## Entering Scores into Gradebook

1. A **Gradebook log-in** page will appear. Select your school and type in your Power School **username** and **password** and sign in.

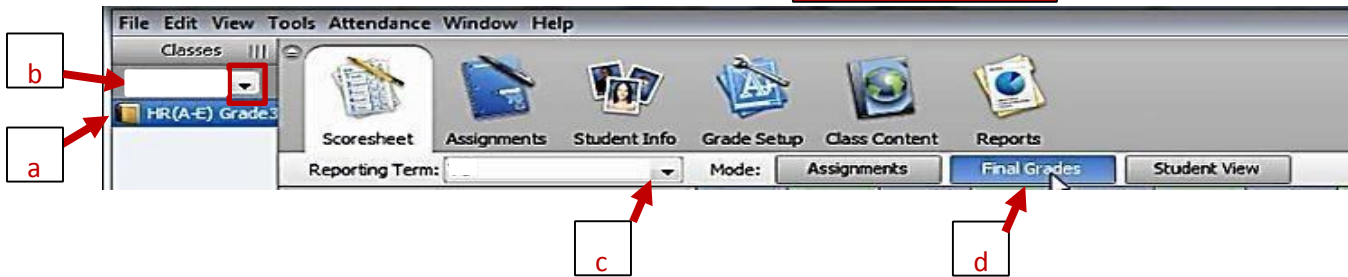


(Note: The PowerTeacher Gradebook may take a minute or two to load)

2. 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.

3. Verify the correct (c) **Reporting Term** is selected.

**Very important!**



2. To begin entering your grades, click on the (d) **Final Grades** button on the top toolbar.

3. 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!).

Students (20)	(T1) Final Grade	A	T
AI	--	--	--
CI	--	n/a	2
CC	--	n/a	4
CD	--	n/a	2
DE	--	n/a	--
FE	--	n/a	--

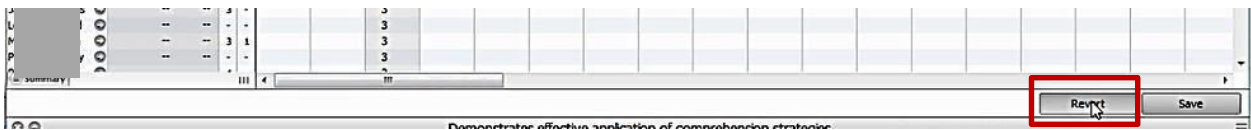
Standard: Demonstrates effective application of comprehension strategies  
Grade Scale: Elementary Grade Scale K-4 start 2015-2016 (Grade)  
Standard ID: G3.LA.R.3.0  
Reporting Term: T1  
Description: Demonstrates effective application of comprehension strategies

### 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**

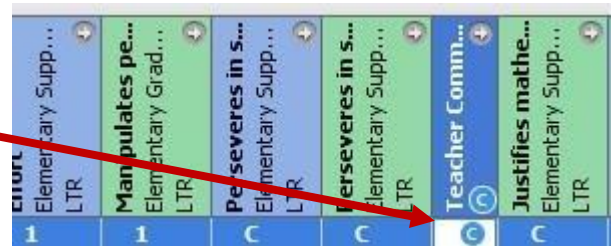
## Changing scores you have entered

- 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**.

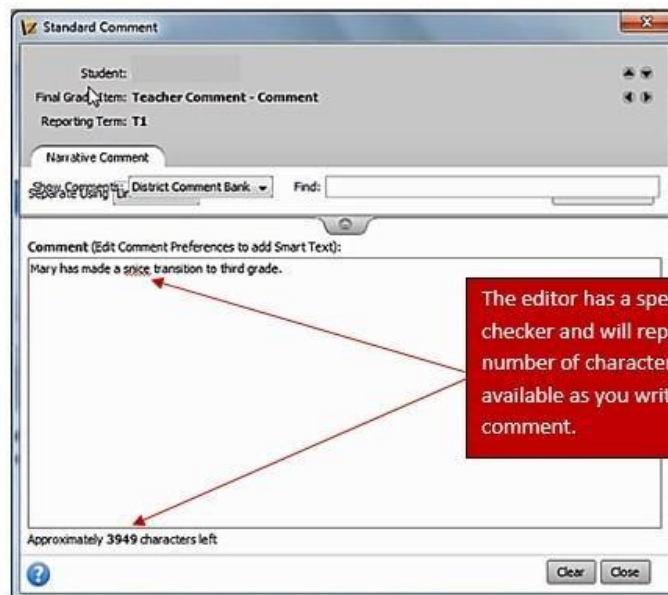


## Entering Comments

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** to show the **Standard Comment dialog box**.



2. 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.

4. 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 your finalized report cards

1. Log into **PowerSchool**.
2. Click on **Reports** in the left navigation pane.
3. In the drop-down menu, click on your report card. Then the **Submit** button.

### 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  
-----  
Aheim 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

4. When complete, hit **View** 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

5.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.

https://ps.foxborough.k12.ma.us/teachers/reportqueue/Grade\_3\_Report\_Card\_2015.pdf?ac=report\_batch\_getresult&report\_batch\_jobID=167116

Apps Fourth Grade - Elem... EdTech Leaders Onli... Smartboard in the C... SAMR Model - Tech... Office Online www.pil-network.co... Eduscape Learning Hooked On Innovati...

**Term I Comments**

Mary has made a snice transition to third grade.

**Term II Comments**

**Term III Comments**

**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

**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.

