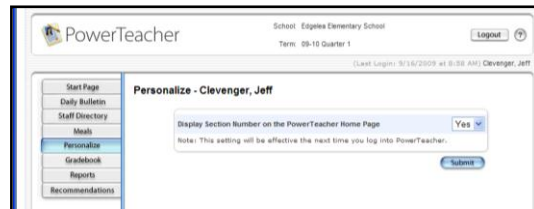
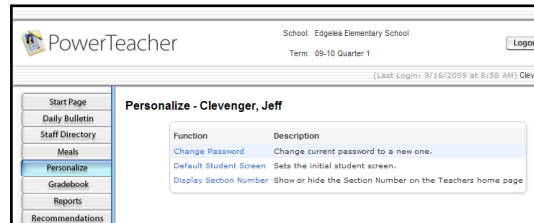


## PowerTeacher – Specials teachers

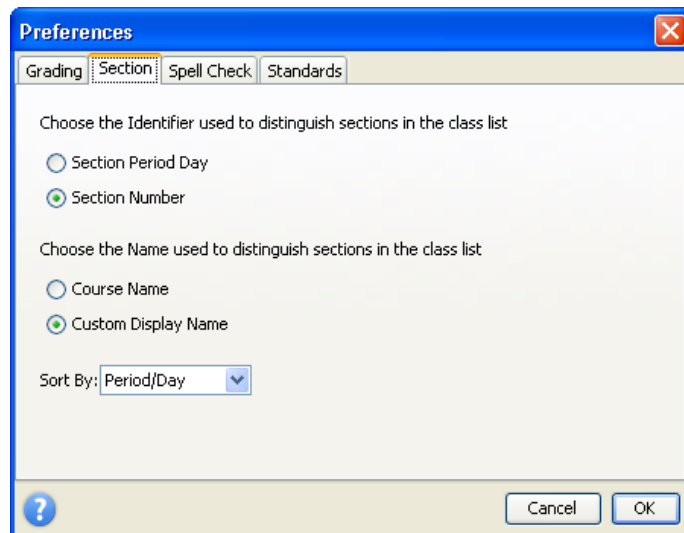
### Viewing homeroom teacher names on classes

1. Click Personalize
2. Click Display Section Number
3. Display section number = Yes Click Submit.



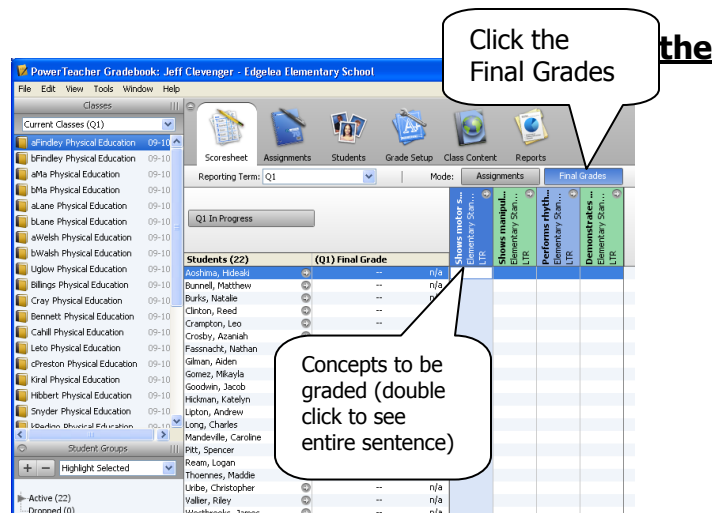
### Viewing homeroom teacher names on classes in Gradebook

1. From the Tools menu select Preferences
2. Click the Sections Tab in the Preferences Dialog Box
3. Under Choose Identifier – Select Section Number
4. You may want to choose custom display name under choose the name if you want to change the name of each class in class information.
5. You may sort by Section Number if you would rather have your classes in alpha order.



### Adding Grades for Report Cards to Gradebook

1. Select class
2. Select Scoresheet
3. Click the Final Grades button above scoresheet
4. The concepts to be assessed will display in blue and green shaded columns.
5. You can double click the "concept" and the entire sentence will appear.



## Filling Grades

1. Click on the grade cell for the first student.
2. Either click your right mouse button or click on the Tools menu.
3. Select Fill Scores.
4. Select the most common grade from the list and select either Students with no grades or replace all. Click OK.
5. Scores for each student will be recorded.
6. Click **save** before moving to the next class.

Students (22)	(Q1) Final Grade
Aoshima, Hideaki	-- n/a
Bunnell, Matthew	-- n/a
Burks, Natalie	-- n/a
Clinton, Reed	-- n/a
Crampton, Leo	-- n/a
Crosby, Azariah	-- n/a
Fassnacht, Nathan	-- n/a
Gilman, Aiden	-- n/a
Gomez, Mikayla	-- n/a
Goodwin, Jacob	-- n/a
Hickman, Katelyn	-- n/a
Lipton, Andrew	-- n/a
Long, Charles	-- n/a
Mandeville, Caroline	-- n/a
Pitt, Spencer	-- n/a
Ream, Logan	-- n/a
Thoennes, Maddie	-- n/a
Urbe, Christopher	-- n/a
Valler, Riley	-- n/a
Westbrooks, James	-- n/a
Wickett, Evelyn	-- n/a
Wilcox, Annika	-- n/a

**Fill Final Grades**

Specify final grades and attributes

**Enter grade to fill:**

Students with No Grade

Replace All

Scoring Type: **Grade**

Grade Scale: **Elementary Standards Scale**

Grade: **5**

OK Cancel

## Change individual grades

1. Either type the grade in the grade cell or right-click on the grade cell.
2. Click grades and select the grade from the list.

Students (22)	(Q1) Final Grade
Aoshima, Hideaki	-- n/a
Bunnell, Matthew	-- n/a
Burks, Natalie	-- n/a
Clinton, Reed	-- n/a
Crampton, Leo	-- n/a
Crosby, Azariah	-- n/a
Fassnacht, Nathan	-- n/a
Gilman, Aiden	-- n/a
Gomez, Mikayla	-- n/a
Goodwin, Jacob	-- n/a
Hickman, Katelyn	-- n/a
Lipton, Andrew	-- n/a
Long, Charles	-- n/a
Mandeville, Caroline	-- n/a
Pitt, Spencer	-- n/a
Ream, Logan	-- n/a
Thoennes, Maddie	-- n/a
Urbe, Christopher	-- n/a
Valler, Riley	-- n/a
Westbrooks, James	-- n/a
Wickett, Evelyn	-- n/a
Wilcox, Annika	-- n/a