
CATEGORIES

About Categories

Before you can create assignments, you must set up categories. Categories are groups of the same types of assignments. Categories are not class-specific, eliminating the need to create the same categories multiple times for each class.

Predefined Categories

By default, PowerTeacher gradebook includes four pre-defined categories: Homework, Project, Quiz, and Test. These categories appear in the Categories pane.

Include in Final Grade

When setting up categories, you can use the **Include in Final Grade** checkbox to indicate whether assignments within a category should be included in calculating final grades. The value set for a category is used as a default for all assignments within that category, but may be overridden on an assignment-by-assignment basis.

Filter by Categories (ScoreSheet)

Use the categories filter to customize the appearance on the Scoresheet and Assignments windows by indicating the category or combination of categories you would like to view. By default, all categories appear when viewing the Scoresheet window in Assignment mode or Student View mode.

How to Filter by Categories

1. Select a class from the **Classes pane**.
2. In the Categories pane, do one of the following:

- Select **All** to view all categories.
- Select one or more categories.

Note: To make multiple selections, press and hold **COMMAND** (Mac) or **CONTROL** (Windows) as you make each of your selections.

3. Select **Filter Selected** from the pop-up menu. The selected category appears.
4. Select **Filter Off** from the pop-up menu to remove the filter.

Add Categories

Use the Categories window to create assignment categories.

How to Add a Category

1. In the Categories pane, click the **Plus (+)** button. The **Categories Dialog** appears.
2. **Enter the required information**.
3. Click **OK**. The new category appears in the Categories pane.

Name:	Limit to less than 8 characters
Abbreviation:	Limit to initials
Points Possible:	100
Extra Points:	0
Score Type:	Points
Include in Final Grade	Check

Edit Categories

You can edit a category from the Categories window.

How to Edit a Category

1. On the Categories pane, right-click on the category and choose **Edit**. The **Categories dialog** appears.
2. **Edit the information as needed**.
3. Click **OK** to save your changes.

Delete Categories

You can delete a category from the Categories window.

How to Delete a Category

1. On the Categories pane, select the category you want to delete.
2. Click the **Minus (-)** button. The Delete Categories confirmation dialog appears.
3. Click **OK** to close the dialog.
If category has assignments or is used in weighting, the Alert window appears, displaying the message, "Unable to delete category because it has associated assignments." Click **OK** to close the window.
4. The category is deleted from the Categories pane.

ASSIGNMENTS

About Assignments

You can create one assignment at a time as you progress through the term, or you can set up assignments for the entire term before the term starts. Having all assignments for the term before the term starts does not change how grades appear. The Final Grade that appears on the Scoresheet reflects an average grade for only the assignment scores that have been entered.

Before setting up an assignment, consider how you will score the assignment:

- Do you want to record the score as points, a percentage, or letter grade?
- How many points is the assignment worth?
- How do you want to weight the assignment?
- Do you want to include the assignment in final grade calculation?

Include in Final Grade

When setting up assignments, you can use the **Include in Final Grade** checkbox to indicate whether an assignment should be included in calculating final grades. The value set for a category is used as a default for all assignments within that category, but may be overridden on an assignment-by-assignment basis.

If an assignment is included in calculating final grades and impacts the final grade, it must be published in order for parents and students to view it. The **Publish Assignment** pop-up menu cannot be set to **Never**. For more information, see [Publish Assignments](#).

Weighting

Assignment setup may involve weighting; however, weighting is not required. Weighting gives particular assignments, whether points, percentage, or letter grades, more value than others when determining final grades. The weight value is used to multiply the points earned and the points possible.

Extra Credit

You can determine the extra credit points on the Assignments window. PowerTeacher gradebook takes the total sum of Points Possible and Extra Points to determine the maximum points available on the assignment. When entering the score on the Scoresheet or Score Inspector, you cannot enter a value greater than the maximum score that appears on the Assignments Detail window in the Max field.

Standards Based Grades

You can assign any number of standards to an assignment, and score each standard separately. Reporting on standards is also available. For more information, see [About Standards](#).

Add Assignments

You can add assignments from the Assignments window or the Scoresheet window using the **Plus (+)** button. Alternately, you can right-mouse click if you are using a two-button mouse.

How to Add an Assignment

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignment window** appears.
Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.
3. Click the **Plus (+)** button. The new **Assignment Detail window** appears.
4. Optionally, click **Add Web Link** to add a Web link to the class description. The **Add Web Link** dialog appears.
5. **Enter the required information.**
6. To make the assignment visible to parents, see **Show Assignments**.
7. Click **Save**.

Name:	Limit to less than 8 characters
Abbreviation:	Leave default
Points Possible:	100 (may have system do calculation but must remember)
Extra Points:	0
Score Type:	Points
Include in Final Grade	Check
Weight	1.0
Date Due:	*** Important: Follow Timeline ***
Description	Type description/add links – viewable by parents.

Edit Assignments

You can edit an assignment from the Assignments window or the Scoresheet window.

How to Edit an Assignment

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignment window** appears.
Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.
3. Double-click the assignment you want to edit. The **Assignment Detail window** appears.
4. Optionally, click **Add Web Link** to add a Web link to the class description. The **Add Web Link** dialog appears.
5. **Edit the information as needed.**
6. To make the assignment visible to parents, see **Show Assignments**.
7. Click **Save**.

Note: If **Points Possible** is modified for an assignment where student point-based scores exists, the **Points Possible Has Changed window** appears. You can either click **Keep Scores** to keep the scores as-is or click **Adjust Scores** to adjust them based on the new points possible.

Copy Assignments

You can use the Copy Assignments function to copy assignments from one class to other classes. You can copy assignments from the Assignments window or the Scoresheet Assignments window using the gradebook menu bar. Alternately, you can right-mouse click if you are using a two-button mouse.

When copying an assignment, the assignment details and publish settings are copied to the new assignment, with the exception of the assignment score. If an assignment with same name or abbreviation already exists in the class you are copying the assignment to, such as "FirstHW", the suffix "_<next larger number>" is appended to the assignment name or abbreviation, such as "FirstHW_1."

How to Copy Assignments

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignment window** appears.
Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.
3. Select an assignment.
4. Either choose **Tools > Copy Assignments** from the gradebook menu bar or rightmouse click and select **Copy Assignments**. The Copy Assignments dialog appears.
5. **Edit the information as needed**.
6. Click **OK**. The assignment or assignments are copied to the selected classes.
7. Click **Save**.

View Assignments

To view assignments for a particular class, select the class and click the **Assignments** tab.

How to View Assignments

1. Select a class from the **Classes pane**.
2. Click the **Assignments** tab. The **Assignment window** displays class assignments and basic information about each assignment.
Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

Delete Assignments

You can delete an assignment from the Assignments window or the Scoresheet window using the **Minus (-)** button. Alternately, you can right-mouse click if you are using a twobutton mouse.

How to Delete an Assignment

1. Select a class from the **Classes pane**.

2. Click the **Assignments** tab. The **Assignment window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Select the assignment you want to delete. The **Assignment Detail window** appears.

4. Click the **Minus (-)** button. The **Delete Assignment window** appears.

If an assignment does not have scores, the **Delete Assignment window** states, "Are you sure you want to delete assignment [name]?"

If an assignment has scores, the **Delete Assignment window** states, "This assignment has scores. Are you sure you want to delete assignment [name] and all associated scores?"

5. Click **Yes**. The assignment no longer appears on the **Assignment window**.

Publish Assignments

After entering an assignment, assignment information may be shared with administrators, parents, and students. In order for parents and student to view assignment information, you need to publish the assignment from either from the Assignments window or the Scoresheet window.

How to Publish an Assignment

1. Select a class from the **Classes pane**.

2. Click the **Assignments** tab. The **Assignment window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Select the assignment you want to publish. The **Assignment Detail window** appears.

4. Click **Publish**. **Assignment publishing information** appears.

5. From the **Publish Assignment** pop-up menu, choose when to publish the assignment: **Immediately**, **On Specific Date**, **Days Before Due**, or **On Due Date**.

6. If you chose **On Specific Date**, enter the date the assignment should appear in the **Date On** field using the format mm/dd/ yyyy, or click the Calendar icon to select a date.

7. If you chose **Days Before Due**, enter the number of days the assignment should appear prior to the date that it is due in the **Days Before Due** field.

8. Click **Save**.

Publish Assignment Scores

When publishing an assignment, assignment score information may be shared with administrators, parents, and students. In order for parents and student to view assignment score information, you need to publish the assignment score from either from the Assignments window or the Scoresheet window.

How to Publish Assignment Scores

1. Select a class from the **Classes pane**.

2. Click the **Assignments** tab. The **Assignment window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Select an assignment. The **Assignment Detail window** appears.

4. Click **Publish**. **Assignment publishing information** appears.

5. Select the **Publish Scores** checkbox.

Note: If the **Publish Assignment** pop-up menu is set to **Never**, do not select the checkbox.

6. Click **Save**.

SCORESHEETS

About Scoresheets

Using the Scoresheet window, you can create and score assignments, and view and edit final grades for students enrolled in a class.

The Scoresheet window is comprised of the following three modes:

View Scoresheets

To view assignments and scores for a particular class, select the class and click the **Scoresheet** tab. The select **Assignments**, **Final Grades**, or **Student View** mode.

Note: Past assignments are separated from future assignments by a divider and appear slightly shaded.

How to View a Scoresheet

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab, then select the applicable mode. The Scoresheet window for the selected mode appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

Enter Scores Using Scoresheet

You can enter scores from the Scoresheet window or the **Score Inspector**.

Note: For information on entering extra credit, see Extra Points.

Shortcut Key

When entering scores, you can use the equal sign (=) to populate the score field with the maximum score possible for an assignment based on the scoring type of the assignment. For percentage, 100% is entered. For points, the maximum possible points for the assignment are entered. For a letter grade, the highest possible grade in the grade scale associated with the section is entered.

How to Enter a Score

1. Select a class from the **Classes pane**.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
4. Click the assignment score field of the student for which you want to enter a score. The score field appears as an editable text field.
5. Enter the score in the score field.

Note: For additional entry options, see **Quick Entry Tips**.

Press **ENTER** or **RETURN**. The score appears, the final grade automatically recalculates, and the cursor advances to the next assignment field.

Note: The score field and the final grade field appear shaded until you click **Save**.

6. Click **Save**. The score appears on the Scoresheet window.

Note: The **Save** and **Revert** buttons appear shaded until information is entered.

Edit Scores Using Scoresheet

You can edit a score from the Scoresheet window or the [Score Inspector](#).

How to Edit a Score

1. Select a class from the **Classes pane**.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
4. Click the assignment score field of the student for which you want to edit a score. The score field appears as an editable text field.
5. Enter the new score in the score field.

Note: For additional entry options, see [Quick Entry Tips](#).

Press **ENTER** or **RETURN**. The new score appears, the final grade automatically recalculates, and the cursor advances to the next assignment field.

Note: The score field and the final grade field appear shaded until you click **Save**.

6. Click **Save**. The new score appears on the Scoresheet window.

Note: The **Save** and **Revert** buttons appear shaded until information is entered.

Delete Scores Using Scoresheet

You can delete a score from the Scoresheet window or the [Score Inspector](#).

How to Delete a Score

1. Select a class from the **Classes pane**.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
4. Click the assignment score field of the student for which you want to delete a score. The score field appears as an editable text field.
5. Highlight the score and press **Delete**.
6. Press **ENTER** or **RETURN**. The score no longer appears on the Scoresheet window and the cursor advances to the next assignment field.

Fill Scores

Use the Fill Scores command to quickly and easily enter the same score for all students or for only those with unrecorded scores. For example, if all but two students in a class receive the same assignment score, use the **Fill Scores** function to enter that score for the class with the exception of the scores already entered for the two students.

You can fill scores from the gradebook menu bar. Alternately, you can right-mouse click if you are using a two-button mouse.

How to Fill Assignment Scores

1. Select a class from the **Classes pane**.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
4. Select the assignment column header for which you want to fill scores.
5. From the gradebook menu bar, choose **Tools > Fill Scores**. The [Fill Assignment](#)

Scores dialog appears.

Note: For additional entry options, see *Quick Entry Tips*.

6. Indicate whether you want to only fill empty scores or replace all scores by selecting one of the following options:

Items with No Score

Replace All

7. Select assignment attributes or enter a score value.

8. Click **OK**.

Quick Fill Scores

The Quick Fill command provides an alternate method for entering the same score for all students.

Like the Fill Scores command, you can enter the same score for all students or for only those with unrecorded scores. However, Quick Fill allows you to assign only the points possible or grade scale associated with the assignment or final grade.

The Quick Fill command is available on the Scoresheet window on the Assignment Shortcut Menu or the Standards Assignment Shortcut Menu.

How to Quick Fill Assignment Scores

1. Select a class from the **Classes pane**.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
4. **Right-click** (or press **Ctrl+click**) on the assignment column header (or standards column header, if applicable) for which you want to fill scores and select **Quick Fill** from the shortcut menu.
5. Select the applicable score from the selection menu. The score you selected appears in any score field that was previously blank.
6. Click **Save**.

How to Quick Fill Final Grades

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab, then click **Final Grades mode**. The Scoresheet Final grades window appears.
3. **Right-click** (or press **Ctrl+click**) on the final grade column header for which you want to fill scores and select **Quick Fill** from the shortcut menu.
4. Select the applicable score from the selection menu. The score you selected appears in any score field that was previously blank.
5. Click **Save**.

Copy and Paste Assignment Scores

You can copy scores entered in one assignment to any other on the Scoresheet.

How to Copy and Paste Assignment Scores

1. Select a class from the **Classes pane**.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
4. Right-click on the assignment column header for which you want to copy scores and select **Copy Scores** from the shortcut menu.
5. Right-click on the assignment column header for which you want to paste scores and select **Paste Scores** from the shortcut menu. A confirmation message appears. Click

OK to proceed.

Note: You can only paste valid scores in an assignment column. For example, you cannot paste letter grades into a column that is assigned a numeric grade scale.

6. The copied scores and attributes appear in the column you selected and the fields are shaded until you save the changes.
7. Click **Save**.

Clear Assignment Scores

Use the Clear Scores command to remove all previously entered assignment scores and attributes.

How to Clear Assignment Scores

1. Select a class from the **Classes pane**.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
4. Right-click on the assignment column header for which you want to fill scores and select **Clear Scores** from the shortcut menu. A confirmation message appears. Click **OK** to proceed.
5. The previously entered scores and attributes are removed from the selected column.
6. Click **Save**.

FINAL GRADES

About Final Grades

On the Scoresheet, use Final Grade mode to view all final grade information for the selected reporting term. You can also enter final grades for additional components and view final grade category totals for the term.

Using a combination of options, you can control how final grades are calculated in your classes. **Final Grade Preferences** apply to all of your classes while Final Grade setup applies to a specific class and must be set up within each class.

View Reporting Terms

To view reporting terms for your school, select the class and click the **Grades Setup** tab.

How to View Reporting Terms

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab.
3. Select **Calculations** mode. The Grades Setup window displays the reporting term information for the section you are in. The Calculations Detail window displays the calculations assigned to that term.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

Calculate Final Grades by Term Weight

The term weight method calculates final grades based on the total points times the value (or weight) of each term.

Note: You can calculate final grades by term weights for reporting terms within the reporting term hierarchy that have shorter reporting terms within them.

How to Calculate Final Grades by Term Weight

1. Select a class from the **Classes pane**.
 2. Click the **Grades Setup** tab.
 3. Select **Calculations** mode.
- Note:** To increase or decrease the size of the contents within the window, choose **View > Zoom**.
4. Click the name of the reporting term you want to set up final grade calculation for. The **Calculations Detail window** appears.
 5. Select the **Term Weights** option for **Calculate Final Grade Using**. Term weights for the selected reporting term appear.
- Note:** Click the arrow next to the term name to view all lower-level terms (if applicable).
6. Double-click the term's **Weight** field. The field appears as an editable text field.
 7. Enter the weight.
- Note:** Up to two decimals may be entered.
8. Click **Save**.

Calculate Final Grades by Category Weight

The category weight method calculates final grades based on total points times the value (or weight) of each category or assignment.

Note: You can calculate final grades by category weight for all reporting terms within the reporting term hierarchy.

How to Calculate Final Grades by Category Weight

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab.
3. Select **Calculations** mode. The **Calculations Detail window** appears.

Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.

4. Click the name of the reporting term for which you want to set the final grade calculation.
5. Select the **Category Weights** option for **Calculate Final Grade Using**.

To add a category:

1. Click **Add Category**. The Select Category dialog appears.
2. Select the checkbox next to each category you want to add.
3. Click **OK**. The category appears on the Grades Setup window.
4. Double-click the category's **Weight** field. The field appears as an editable text field.
5. Enter the weight.
6. Double-click the category's **Drop Low** field. The field appears as an editable text field.
7. Enter the number of low scores you want to drop from the final grade calculation.
8. Click **Save**.
9. Repeat for each additional category.

To remove a category:

1. Select the category you want to delete. The category appears highlighted.
2. Click **Remove**.
3. Click **Save**.

To add an assignment:

Note: The option to add an assignment is only available for the lower level terms within a term.

1. Click **Add Assignment**. The Select Assignment window appears.
2. Select the checkbox of the assignment you want to add.
3. Click **OK**. The assignment appears on the Grades Setup window.
4. Double-click the assignment's **Weight** field. The field appears as an editable text field.
5. Enter the weight.
6. Click **Save**.
7. Repeat for each additional assignment.

To remove an assignment:

1. Select the assignment you want to delete. The assignment appears highlighted.
2. Click **Remove**.
3. Click **Save**.

Copy Final Grade Setup

You can use the Copy Final Grade Setup function to copy the grade setup from a specific reporting term or from a class.

You can select a single reporting term, and copy it to every other reporting term in the same class (or any selection of reporting terms in the same class). For example, if you use category weighting, you can set it up once, and copy it to all other terms in the same class. You can also select a class and copy to every other class, or any selection of classes. For example, if you have 20 art sections, you can set up one section, then copy to every other section in just one step.

In cases in which you want to copy to or from non-matching reporting terms, a resolution dialog appears to allow you to customize which classes and terms are copied.

Limitations in copying single reporting terms to other terms in the same class

You can copy a single reporting terms to any or all other terms in the same class, with one exception. If that single reporting term uses term weighting, then it is likely not applicable for the other terms.

How to Copy Final Grade Setup for a Reporting Term

1. Select a class from the **Classes pane**.
2. Click the **Grade Setup** tab.
3. Select **Calculations** mode. The Grade Setup Calculations window appears.
4. Select a reporting term from the **Reporting Term** column.
5. Do one of the following:
 - Choose **Tools > Copy Final Grade Setup** from the gradebook menu bar. On the Copy Final Grade Setup dialog, select the **[Reporting Term] only** option.
 - Right-mouse click on the reporting term and select the applicable **Copy Grade Setup [Reporting Term] Only** option.
 - On the **Calculations Detail window**, click the grey **Copy** button.
6. The **Copy Grade Setup** dialog appears.
7. Select the checkbox next to the reporting terms to which you want to copy the selected final grade setup. Click on **Select All** to select all available reporting terms.
Note: Click on a selected checkbox to clear the checkmark.
8. Click **Next**. A confirmation message appears. Click **Back** to change your selections, or click **Finish** to apply your selections.
Note: Although you can copy to and from non-matching reporting terms, a resolution dialog displays which allows you to select the specific reporting term you want to copy from to assure accuracy.
9. Click **Save** on the Grade Setup Calculations window to save your changes.

How to Copy Final Grade Setup for an Entire Class

1. Select a class from the **Classes pane**.
2. Click the **Grade Setup** tab.
3. Select **Calculations** mode. The Grade Setup Calculations window appears.
4. Do one of the following:
 - Choose **Tools > Copy Final Grade Setup** from the gradebook menu bar. On the Copy Final Grade Setup dialog, select the **Entire Class** option.
 - Right-mouse click on the reporting term and select the applicable **Copy Grade Setup -- Entire Class** option.
 - On the **Calculations Detail window**, click the grey **Copy** button.

5. The **Copy Grade Setup** dialog appears.
 6. Select the reporting term from the pop-up menu.
 7. Select the checkbox next to the class or classes to which you want to copy the selected final grade setup.
Note: Click on a selected checkbox to clear the checkmark.
 8. Click **Next**. A confirmation message appears. Click **Back** to change your selections, or click **Finish** to apply your selections.
Note: Although you can copy to and from non-matching reporting terms, a dialog displays which allows you to select the specific reporting term you want to copy from
- to assure accuracy. This is only for teachers who have classes with vastly different reporting term structures between the classes. For more information, see [Copy Final Grade Setup: Copying Dissimilar Reporting Term Structures](#).
9. Click **Save** on the Grade Setup Calculations window to save your changes.

How to Manually Override a Final Grade

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab, then click **Final Grades** mode. The Scoresheet Final Grades window appears.
3. Choose a reporting term, week, or month from the **Filter By Reporting Term** popup menu. The Scoresheet window refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term, week, or month.
4. Click the final grade field of the student for which you want to manually override a final grade.
5. Do one of the following:
 - From the gradebook menu bar, choose **Tools > Score Inspector**.
 - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
 - If using a two-button mouse, right-click and select **Score Inspector**.The **Final Grade Score Inspector dialog** displays the final grade details.
6. Select the **Manual Override** checkbox.
7. Enter the new percent in the **Percent** field, if applicable.
8. Enter the new letter grade in the **Grade** field, if applicable.
9. Enter final grade text in the **Comment** field, if applicable.
Note: It is not necessary to select the **Manual Override** checkbox in order to add, edit, or delete a final grade comment.
10. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
Note: The final grade field appears shaded until you click **Save**.
11. Click **Save**. The final grade appears within the selected student final grade field.
Note: The final grade appears bolded, italicized, and with a red circular exclamation point ("!"). If a comment was entered, a blue circular "C" also appears.

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New Teacher Training Outline

- I. Introduction
- II. New Employee Orientation List
- III. PowerTeacher URL & Login
 - a. PowerTeacher Attendance
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 - c. PowerTeacher Notes on WebLinks
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- IV. PowerTeacher Reports
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- VI. Questions