

PowerTeacher Gradebook

Options for Grading a Student's Assignment

The gradebook gives many options for grading a student's assignment.

You can keep it simple and just assign a grade, or you can choose to use a variety of custom marks as well:

1. It can be not yet graded (blank).
If blank, it is not yet factored into the student's grade.
2. It can be marked with a grade.
If marked with a grade, it is factored into the student's grade.
3. It can be marked as "collected" (meaning it was turned in).
This doesn't impact the grade unless you put in a grade.
4. It can be marked as "late" (meaning it was turned in, but not on-time).
This doesn't impact the grade unless you put in a grade.
5. It can be marked as "missing" (meaning it hasn't be turned in).
This doesn't impact the grade unless you put in a grade.
6. It can be marked as "exempt" (meaning the student is excused from doing it).
If marked exempt, then it is not factored into the student's grade even if you put in a grade.
7. There is also an option where teachers can add their own additional mark such as "absent".
We can provide instructions on how to do that. Note that "absent" would be the grade, so if you later go back and put in a "real" grade for the student, then the "absent" mark would disappear.
8. You can also mark a particular assignment as not included in the final grade for any student.
If marked this way, then it is not factored into any student's grade even if you put in a grade.

A teacher could use a combination of marks depending on her/his grading practices. Some teachers want to mark an assignment as late as a way to let parents/students know that it was turned in on-time; some don't.

When you use the above choices, below is how it looks in the Parent Portal:

| Assignment Scores | | | | | | | |
|---|----------|------------|-----------|-------|-----|-----|--|
| Due Date | Category | Assignment | Codes | Score | % | Grd | |
| 10/04/2012 | HW | Sample | ✔ ▲ ■ ◆ ✖ | 10/10 | 100 | A+ | |
| ✔ - Collected, ▲ - Late, ■ - Missing, ◆ - Score is exempt from final grade, ✖ - Assignment is not included in final grade | | | | | | | |

(The above example uses every possible mark except for custom ones such as absent.)

To use any of the above codes:

- Right-click on the box in the gradebook where you would enter a score for a student for an assignment and pick the code you want.

or

- Type in the code using the keyboard (. or **col** for collected; * or **Lt** for late; / or **mi** for missing; **ex** for exempt).

You can also use the auto-fill to do it for all students at once. For example, if every student except for a few received a 5 out of 5 on an assignment, you could auto-fill "5" and then just manually change the couple of students who did not. You can do the same thing with any mark (i.e. collected, late, etc.).