

Powergrade Hints

***Don't delete any assignments!** If you don't want to see it on your screen change the dates to hide it.

***You can't change or delete a category name** once you have used it in a term. You can create new ones and not use the ones you don't want any more, but you need to leave them on the list because it will affect earlier grades.

***Check for percentages over 100** in your quarter, semester, and year end grades. **YOU MUST OVERRIDE the PERCENTAGES** down to 100 even though the grade shows 100.

***Many grades calculating incorrectly** were because the **possible points for an assignment** were not correct. To check this quickly, double click on the name of one student whose grade you think is wrong and look down through their assignments. It will show you points and grades.

***When you work on your laptop offline** (not on the network), make sure you **go into each class** to update the system when you are back online. Backing up your powergrade doesn't do it!

***Make sure your assignment dates** are within the date range of the term they are going to be calculated into.

***If a student switches classes**, you have to go back and put in any grades by overriding which will be used to calculate grades in the new class from the time they enter.

Example - Sue changed sections mid-year - you have to put in her S1 grade because it will be used to calculate her Y1 grade.

Johnny changes classes in the middle of 2nd quarter - you have to put in his Q1 grade and all of the assignment grades for Q2 so that his Q2 and S1 grades will calculate correctly.

***When you override grades**, you must make sure that both the grade and the percent are the same. The grade (outside parentheses) is what is printed on the report card, but the percent (inside parentheses) is what is used for calculating honor roll, gpa, year grades, etc.

***Copying class info** – you cannot copy into classes that are different terms. Year-long classes can only be copied into year-long classes; Semester 1 classes **CANNOT** be copied into Semester 2 classes, etc.

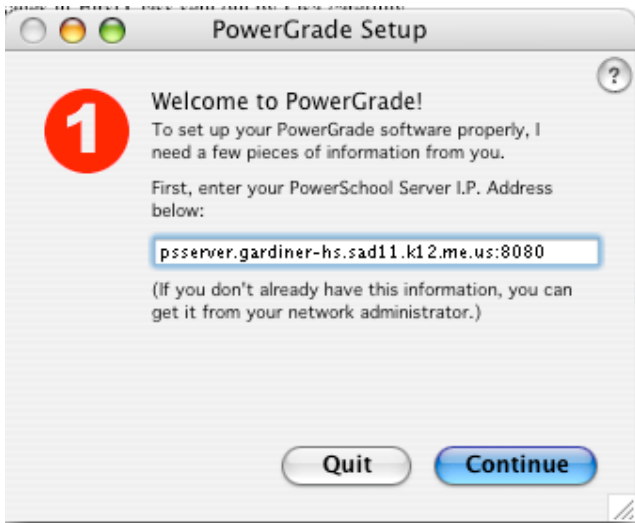
***Comments** - It is important to have your comments done before we print verification sheets for grades. That will save paper and time for all of us.

PLEASE read any handouts or messages in First Class carefully.

Setting Up Your Powergrade File

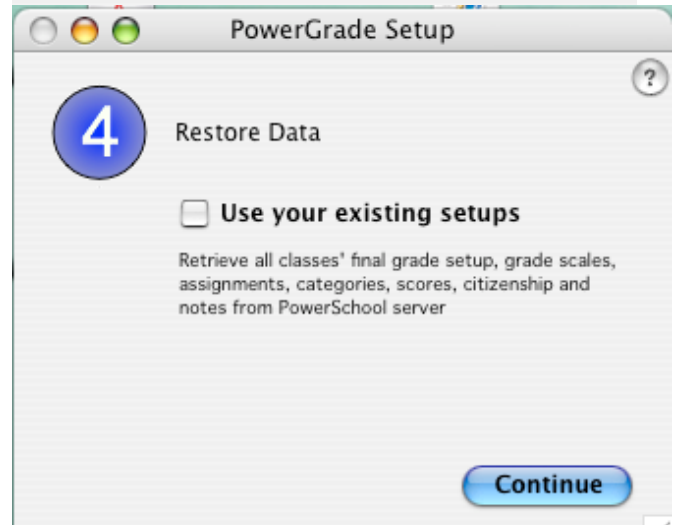
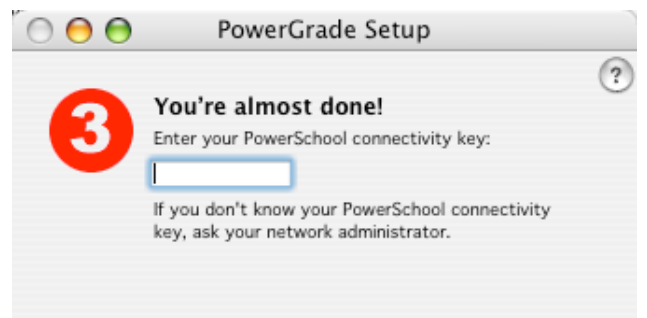
1. Click on the Powergrade icon to launch the program. When the first screen comes up, click New.
2. Tell it where you want to save your file – in your gpdata folder in Documents.

Use 08firstinitiallastname.data for the file name. Click Save.



3. Step 1 – Type in the server name – psserver.gardiner-hs.sad11.k12.me.us:8080
Click Continue
4. Select the School you are in. Click OK.
5. Select the proper year – 2007-2008. Click OK.
6. Step 2 – Click on your name. Click Continue.

7. Step 3 – Type in your connectivity key. Yours is ***GET THIS FROM THE TECH TEAM***
Click Continue



It will tell you when your classes are available. Click OK.

8. New This Year – Step 4 – uncheck Use your existing setups when you are setting up the gradebook for the first time in the year. This will be helpful if we have to set up a new gradebook during the year, but not at the start of the year.