



# PowerSchool

## Categories and Assignments

Create a category before creating assignments.

### Set Up a Category

1	Select <b>Windows &gt; Categories</b> .
2	Enter a category name and abbreviation.
3	Enter a description and the default points possible (optional).
4	Click <b>Accept</b> . Close Categories dialog box.

### Weight Scores

1	Select <b>Windows &gt; Final Grades Setup &gt; Which final Grade &gt; Factor Type &gt; Category Points</b> .
2	Select the category.
3	Click <b>OK</b> .
4	To create additional factors, click <b>+</b> and repeat steps 1-3.
5	Click <b>Accept</b> .

### Add an Assignment

1	Click <b>Add an assignment to this class</b> .
2	Enter a name, abbreviation, and points possible.
3	Click <b>Accept</b> . Close Assignments dialog box.

### Edit an Assignment

1	Click <b>Add an assignment to this class</b> .
2	Select the assignment to edit.
3	Make changes.
4	Click <b>Accept</b> . Close Assignments dialog box.

### Delete an Assignment

1	Click <b>Add an assignment to this class</b> .
2	Select the assignment to delete.
3	Click <b>Delete</b> then <b>Yes</b> .

## Attendance

1	Click <b>Open the attendance window</b> .
2	Click the name of the tardy/absent student.
3	Click <b>OK</b> .
4	To change a code, repeat steps 1-3.

## Reports

### Create a Report

1	Select <b>Reports &gt; Create New Report</b> .
2	Select the report type.
3	Click <b>Basic Report Info</b> tab. Enter report name.
4	Use comment codes and text on the <b>Header</b> and <b>Footer</b> tabs to create the header and footer.
5	Click <b>Which students</b> to select included students.
6	Click <b>OK</b> .

### Use Comment Codes

1	Select <b>Reports &gt; Edit Report</b> .
2	Select the report.
3	Select either <b>Header</b> or <b>Footer</b> tab.
4	Click <b>Insert Comment Code</b> .
5	Select the type of code and enter any text.
6	Repeat step 5 to add other codes.
7	Click <b>OK</b> .

Data replaces comment codes upon print or preview.

### Preview and Print a Report

1	Select <b>Reports &gt; Preview Report</b> .
2	Select the report.
4	Click <b>Print</b> to print or <b>Stop</b> to edit the report.

# PowerGrade Quick Reference Card

## PowerGrade Spreadsheet PowerTips

Parent Note/Private Note	<b>CTRL/Apple</b> + number next to student's name.
Single Student Summary	<b>CTRL/Apple</b> + student name.
Final Grade Manual Override	<b>CTRL/Apple</b> + final grade.
Score Comment	Click Score, then <b>CTRL/Apple</b> + n.
Duplicate Scores	Enter one score, then enter " " in next cell to repeat score.
Class Information	Click class name.
Assignment information	Click assignment name.
Current Students	Click <b>Dropped Students</b> .
Dropped Students	Click <b>Current Students</b> .
Letter Grade (versus numerical)	Enter = and grade for assignment. <i>Grade value must be set in Grade Scale.</i>
Auto-size all columns	<b>ALT/Option</b> + resize any column of scores.
Jump to top, bottom, left, or right	<b>CTRL/Apple</b> while pressing the <b>Up</b> , <b>Down</b> , <b>Left</b> , or <b>Right</b> arrow, respectively.
Lock Screen	<b>CTRL/Apple</b> + <b>L</b> or select <b>Utilities &gt; Lock Screen</b> . <i>Requires password protection.</i>