

ENTERING MISSING WORK IN POWERTEACHER GRADEBOOK

Step 1:
To enter a score for a missing practice or performance, click inside the score box of the appropriate assignment and student.

Student... (T1) Final Grade	HW # 1 08/29/2011 pts: 4	Homework Qui... 08/29/2011 pts: 4	Test Chapter 1 09/12/2011 pts: 4 x 10.00	HW # 2 09/19/2011 pts: 4	Complex Num... 09/23/2011 pts: 4 x 5.00	Chapter 1 Project 09/30/2011 pts: 4 x 2.00	Employability ... 10/03/2011 pts: 4	HW Sec 3.1 10/17/2011 pts: 4	Chapter 4 Part 1 10/26/2011 pts: 4 x 5.00	Chapter 3 Test 11/01/2011 pts: 4 x 10.00
BLAZ...										
HALE... D		0	0	0	2	0	0	0	0	2
HERR... C	4	1	1.5	1	2	1	0	1.5	2.5	
HYD... B	4	4	2.5	4	2.5	3	4	3.5	2.5	
JANZ... D	4	3	0.5	0.5	1	1	0	0.5	0.5	
JOHN... D	2	3	2.5	1	2.5	1	0	1.5	0	
JOHN... C	2	4	2.5	3	2	0	0	3.5	2.5	
JONE... D	4	3	2.5	1	0	1	0	1.5	0	
KNO... C	0	0	3.5	0	2.5	1	0	2.5	0.5	
KRAB... B	4	4	2.5	4	2.5	3	4	3	3	
KUD... D	1	3	1	1	1	0	0	0	0.5	
MEEK... B	4	4	3.5	4	2.5	3	4	3	3	
NELS... D	0	3	1	1	1	0	0	0	0	
RYA... B	4	4	3.5	4	2.5	3	4	3.5	2.5	
SALE... D	4	4	0.5	1	1	0	0	0.5	0.5	
STAR... F	0	0	0	0	1	0	0	1.5	0	
THO... B	4	4	2.5	4	2.5	3	4	3.5	2.5	
WOL... C	4	1	1.5	1	1	1	0	1.5	0.5	
YECK... C	2	4	2	1	2	0	0	2.5	0	

Step 2:
Enter the score of "0" for all missing work.

Student... (T1) Final Grade	HW # 1 08/29/2011 pts: 4	Homework Qui... 08/29/2011 pts: 4	Test Chapter 1 09/12/2011 pts: 4 x 10.00	HW # 2 09/19/2011 pts: 4	Complex Num... 09/23/2011 pts: 4 x 5.00	Chapter 1 Project 09/30/2011 pts: 4 x 2.00	Employability ... 10/03/2011 pts: 4	HW Sec 3.1 10/17/2011 pts: 4	Chapter 4 Part 1 10/26/2011 pts: 4 x 5.00	Chapter 3 Test 11/01/2011 pts: 4 x 10.00
BLAZ...	0	0								
HALE... D	0	0	0	0	2	0	0	0	0	2
HERR... C	4	1	1.5	1	2	1	0	1.5	2.5	
HYD... B	4	4	2.5	4	2.5	3	4	3.5	2.5	
JANZ... D	4	3	0.5	0.5	1	1	0	0.5	0.5	
JOHN... D	2	3	2.5	1	2.5	1	0	1.5	0	
JOHN... C	2	4	2.5	3	2	0	0	3.5	2.5	
JONE... D	4	3	2.5	1	0	1	0	1.5	0	
KNO... C	0	0	3.5	0	2.5	1	0	2.5	0.5	
KRAB... B	4	4	2.5	4	2.5	3	4	3	3	
KUD... D	1	3	1	1	1	0	0	0	0.5	
MEEK... B	4	4	3.5	4	2.5	3	4	3	3	
NELS... D	0	3	1	1	1	0	0	0	0	
RYA... B	4	4	3.5	4	2.5	3	4	3.5	2.5	
SALE... D	4	4	0.5	1	1	0	0	0.5	0.5	
STAR... F	0	0	0	0	1	0	0	1.5	0	
THO... B	4	4	2.5	4	2.5	3	4	3.5	2.5	
WOL... C	4	1	1.5	1	1	1	0	1.5	0.5	
YECK... C	2	4	2	1	2	0	0	2.5	0	

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The screenshot shows the PowerTeacher Gradebook interface. On the left, there are navigation panels for Classes, Student Groups, and Categories. The main area is a grid with columns for assignments and tests. A context menu is open over the 'Missing' cell for student HERR... in the 'HW # 1' column. The menu options are: Collected, Late, Exempt, Missing, Grades, Clear Score, Fill Scores, and Show Score Inspector. A red arrow points from the 'Missing' option to a callout box that reads: "Step 3: Right click and select 'Missing.'"

Student...	(T1) Final Grade	HW # 1 08/29/2011 pts: 4	Homework Qui... 08/29/2011 pts: 4	Test Chapter 1 09/12/2011 pts: 4 x 10.00	HW # 2 09/19/2011 pts: 4	Complex Num... 09/23/2011 pts: 4 x 5.00	Chapter 1 Project 09/30/2011 pts: 4 x 2.00	Employability ... 10/03/2011 pts: 4	HW Sec 3.1 10/17/2011 pts: 4	Chapter 4 Part 1 10/26/2011 pts: 4 x 5.00	Chapter 3 Test 11/01/2011 pts: 4 x 10.00
BLAZ...	D	0	0	0	0	2	0	0	0	0	2
HALE...	C	4	1	1.5	1	2	0	0	0	1.5	2.5
HERR...	C	4	3	0.5	0.5	1	2.5	1	2.5	3	2.5
HYD...	B	4	4	2.5	4	2.5	0	0	0	1.5	0
JANZ...	D	4	3	0.5	0.5	1	2.5	1	2.5	3	2.5
JOHN...	D	2	4	2.5	3	2	0	0	0	0.5	0.5
JOHN...	C	2	4	2.5	3	2	0	0	0	1.5	0
JONE...	D	4	3	2.5	1	0	0	0	0	3.5	2.5
KNO...	C	0	0	3.5	0	2.5	0	0	0	1.5	0.5
KRAB...	B	4	4	2.5	4	2.5	0	0	0	2.5	0
KUD...	D	1	3	1	1	1	0	0	0	3	3
MEEK...	B	4	4	3.5	4	2.5	0	0	0	3	0.5
NELS...	D	0	3	1	1	1	0	0	0	2	0
RYA...	B	4	4	3.5	4	2.5	0	0	0	2	0
SALE...	D	4	4	0.5	1	1	0	0	0	4	3
STAR...	F	0	0	0	0	1	0	0	0	3	0.5
THO...	B	4	4	2.5	4	2.5	0	0	0	2	2.5
WOL...	C	4	1	1.5	1	1	2	0	0	0	0
YECK...	C	2	4	2	1	2	0	0	0	2.5	3

The screenshot shows the same PowerTeacher Gradebook interface. The 'Missing' score has been entered for student HERR... in the 'HW # 1' column. A red arrow points from the 'M' symbol in the cell to a callout box that reads: "Step 4: Notice, the score now appears with the 'M' symbol for missing. This will show up on the Viewer side of PowerSchool and alert users that the assignment is missing and reflected in the grade as a zero at the current time."

Student...	(T1) Final Grade	HW # 1 08/29/2011 pts: 4	Homework Qui... 08/29/2011 pts: 4	Test Chapter 1 09/12/2011 pts: 4 x 10.00	HW # 2 09/19/2011 pts: 4	Complex Num... 09/23/2011 pts: 4 x 5.00	Chapter 1 Project 09/30/2011 pts: 4 x 2.00	Employability ... 10/03/2011 pts: 4	HW Sec 3.1 10/17/2011 pts: 4	Chapter 4 Part 1 10/26/2011 pts: 4 x 5.00	Chapter 3 Test 11/01/2011 pts: 4 x 10.00
BLAZ...	D	0	0	0	0	2	0	0	0	0	2
HERR...	C	M	1	1.5	1	2	0	0	0	1.5	2.5
HYD...	B	4	4	2.5	4	2.5	0	0	0	1.5	0
JANZ...	D	4	3	0.5	0.5	1	2.5	1	2.5	3	2.5
JOHN...	D	2	4	2.5	3	2	0	0	0	0.5	0.5
JOHN...	C	2	4	2.5	3	2	0	0	0	1.5	0
JONE...	D	4	3	2.5	1	0	0	0	0	3.5	2.5
KNO...	C	0	0	3.5	0	2.5	0	0	0	1.5	0.5
KRAB...	B	4	4	2.5	4	2.5	0	0	0	2.5	0
KUD...	D	1	3	1	1	1	0	0	0	3	3
MEEK...	B	4	4	3.5	4	2.5	0	0	0	3	0.5
NELS...	D	0	3	1	1	1	0	0	0	2	0
RYA...	B	4	4	3.5	4	2.5	0	0	0	2	0
SALE...	D	4	4	0.5	1	1	0	0	0	4	3
STAR...	F	0	0	0	0	1	0	0	0	3	0.5
THO...	B	4	4	2.5	4	2.5	0	0	0	2	2.5
WOL...	C	4	1	1.5	1	1	2	0	0	0	0
YECK...	C	2	4	2	1	2	0	0	0	2.5	3