

Agenda

- Upgrade to Version 4.0
- Password security
- Progress Grades
 - ✓ As PowerGrade user
 - ✓ New to PowerGrade
 - ✓ Comments
- Available resources



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Upgrade to version 4.0

- Improved report generation
 - Each user has their own reports stored in a folder
 - No more report naming “111aaa~~5~~Modic5”
 - Reports available to creator
- Larger icons
- Improved spreadsheet view

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Password Security

- Log out after each Citrix/PowerGrade session.
- Do NOT share your password with anyone without admin approval.
- Why does the District need our PowerGrade passwords?
 - To perform maintenance and testing to create a smooth working environment for you.
 - Passwords are kept under strict security.
 - Personal choice: separate personal and professional passwords.

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PowerGrade Users

Whatever grades are showing in the Q1/R1 column at the grade submission deadline is the grade that will be processed.

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Non-PowerGrade Users

You will have to transfer your progress grades from your grade book to PowerGrade in order for them to be processed by Admin Techs. Your site Admin Tech will give you a deadline for this transfer.

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Non-PowerGrade Users

To submit your progress grades you will have to perform basic configuration to PowerGrade.

- Create one category
- Create one assignment

- NOW-enter grades!

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PowerGrade grade scale

A	96-100
A-	90-95
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	BELOW 60

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Steps to grades

These steps must be followed to add progress grades:

- Add ONE category. **Perform for each class.**
- Add ONE assignment. **Perform for each class.**
- Enter Progress Grade.

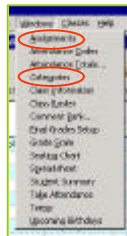
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Windows Menu

All of the steps involved in adding grades to PowerGrade can be found under the Windows menu.

Two areas will be discussed in this presentation- Categories and Assignments.

The spreadsheet view refers to the column and row list of students and assignments.



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Add Category

Perform for each class.

1. From the Windows menu, select **Categories**.
2. Click the **New Category** button.
3. Enter Progress Grade for the Category Name.
4. The Abbreviation will fill-in automatically.

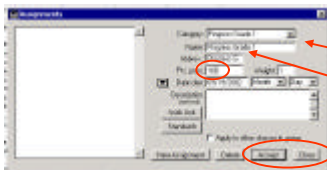
5. Click on **Accept**.
6. Click the X in the upper left hand corner to close the window.



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Add Assignment

Perform for each class.



1. Click on Windows and select **Assignments** from the list.
2. Select **Progress Grade** from the drop down list.
3. In the Name field type "Progress Grade 1".
4. The abbreviation will fill-in automatically.
5. Enter "100" in the **Pts. Poss** field.
6. Click the **Accept** button.
7. Click the **Close** button.

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Adding Grades

This process takes place in the PowerGrade spreadsheet view.

1. Using the mouse click into the Progress column for the first student.

2. Enter the appropriate NUMERICAL grade for the student.

3. This will translate into a letter grade in the R1/Q1 column.

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Adding Comments

To add a comment, double-click (PC) or APPLE key and click (MAC) on the number to left of the student name.



	Name	ID	IG
1	Wheeler, Shelia Hill	M 051 81788	(S) 6.9
2	Wheeler, Robert	D 081 86788	(S) 6.9
3	Wheeler, Paul Stasler	W 081 86788	(S) 6.9
4	Wheeler, Emily Marie	D 071 81788	(S) 6.9
5	Wheeler, Marc Jackson	F 001 81788	(S) 6.9
6	Wheeler, Janna Eudovick	F 001 81788	(S) 6.9
7	Wheeler-Burns, Justice David	F 001 81788	(S) 6.9

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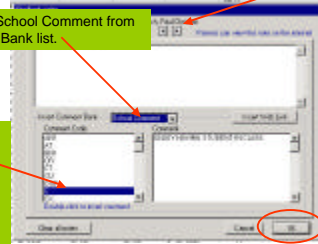
Adding Comments

To scroll through the student list use the arrow keys.

1. Select the School Comment from the Comment Bank list.

2. Double-click on the appropriate comment code. Limit to three comments

3. Click on OK when you are done.



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- Go to www.rodmlstead.com/pg
- Email rod@rodmlstead.com
- Go to your site Cadre members.

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