

# PowerTeacher Pro

## User Guide



South Carolina Public Charter School District  
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[www.sccharter.org](http://www.sccharter.org)

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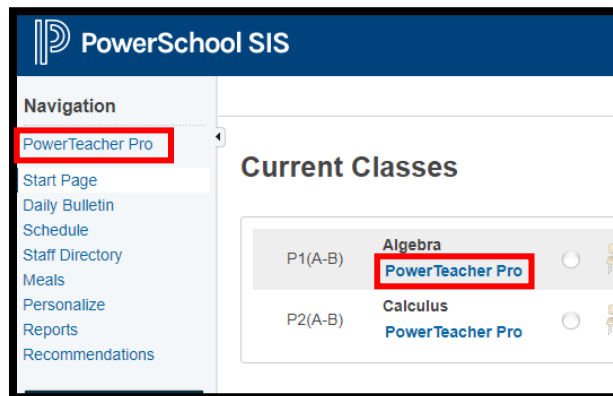


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## Navigating PowerTeacher Pro

Sign in to PowerTeacher Portal, and then select the **PowerTeacher Pro** link on the main menu or on the Current Classes page.



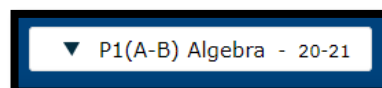
## Navigation Bar



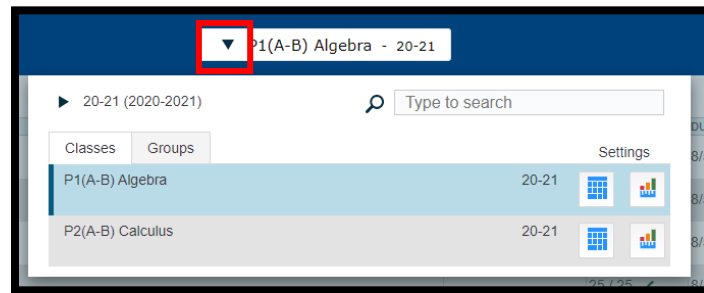
- Click the plus sign to create assignments or assignment categories.
- Click the bell to go to the report queue for the reports that you have generating.
- Click the question mark to view contextual help, and tips and tricks for using PowerTeacher Pro.
- Click the circle or photo to sign-out of PowerTeacher Pro and change the View to expand or compact the view on the page without having to use your browser's zoom feature.

## Class Selector

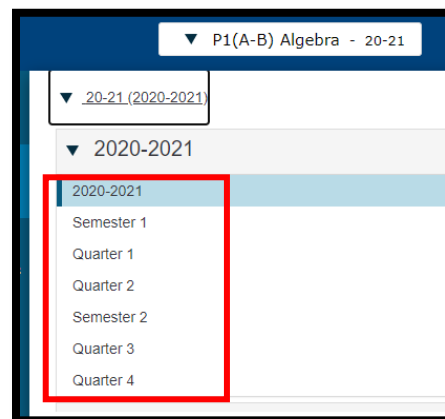
Select the class or group of classes to work with from the class selector at the top of the page.



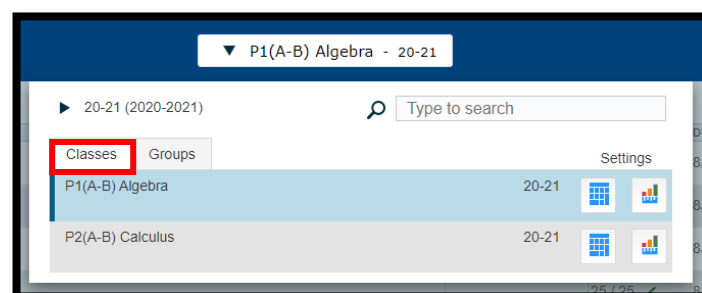
1. Open the class selector.



2. Select a scheduling term to narrow the classes and groups to only classes occurring in that term.





3. On the Classes tab, select an individual class to begin working with that class on the current page.

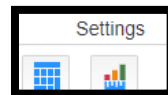


4. On the Groups tab, select **All Classes** to work with all of your classes in the selected term. Select a class group to begin working with those classes. The groups are automatically created for classes occurring in the selected term that have the same expression, course, or school (if there are classes at multiple schools).



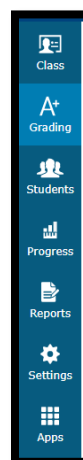
5. Click the Scoresheet icon  to go directly to the Scoresheet for a class or group or select the Progress icon  go directly to the grades progress for a class or group.

6. Click **Settings** to add or change the class description, or to create a custom name for a class. Creating a custom name is helpful when you teach many classes of the same course; you can create custom names to help you easily identify different classes.



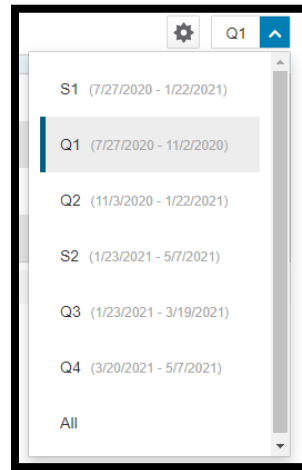
## Menu Bar

Click an item on the menu bar along the left side of the app to open the corresponding section. The image above displays the default menu items for PowerTeacher Pro. Other items that are enabled by your district may appear on the menu bar or on various section menus in PowerTeacher Pro.



## Reporting Term Selector

Select a reporting term to change the current reporting term that appears in PowerTeacher Pro.

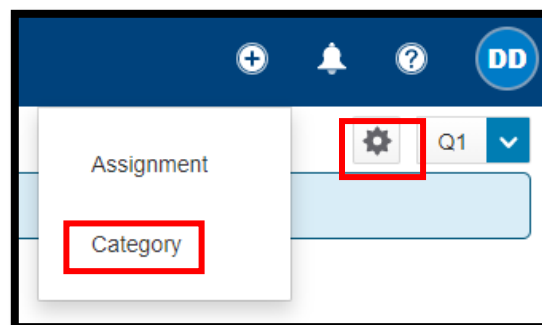


**Note:** On the Assignments page, All appears as an additional option

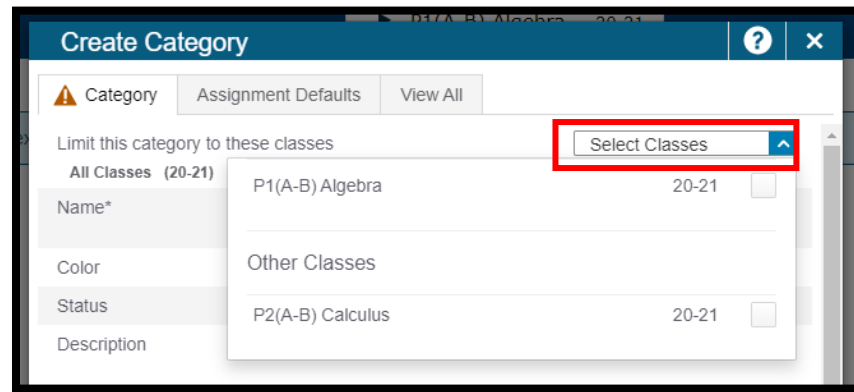
## Creating Categories

Before you begin creating assignments, it is recommended that you create categories so you can group assignments by type. Then, set up assignments in PowerTeacher Pro, choose whether to include them in the final grade, and tie them to standards if needed.

1. On the navigation bar, click the plus sign and then choose Category.

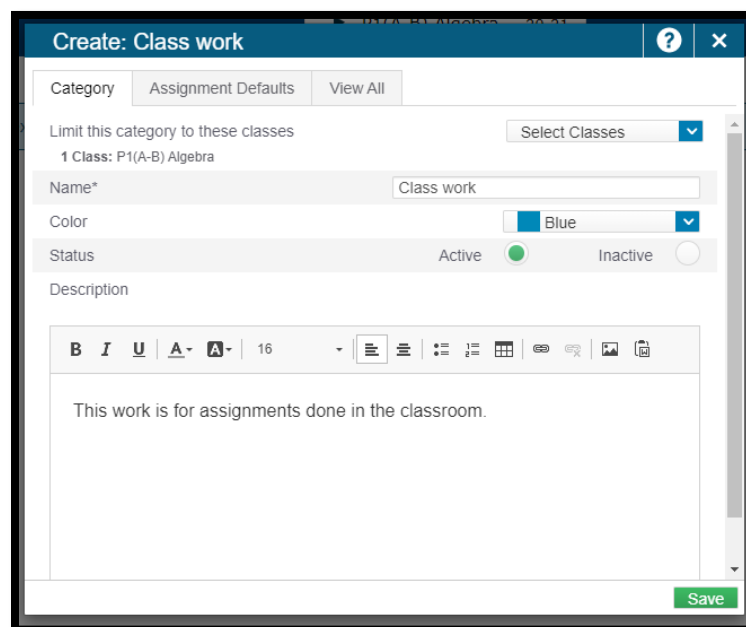


2. On the Category window, select the classes for this category from the Select Classes menu. The default setting is All Classes.



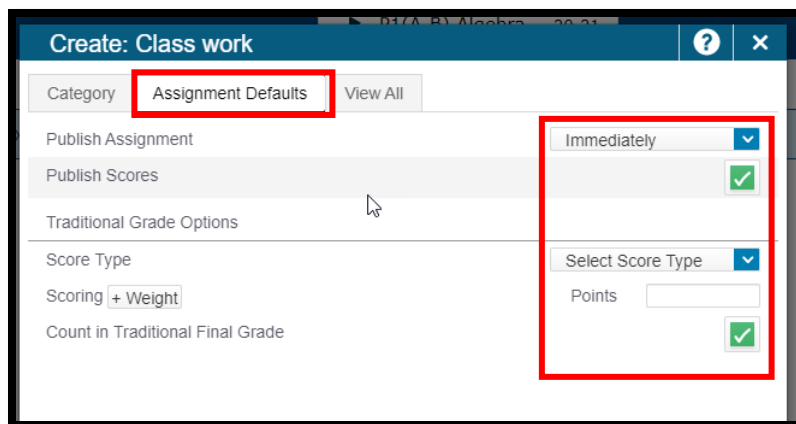
3. Choose/enter category information.

- Color aligns the selected color with the category and provides a visual representation of the category in PowerTeacher Pro.
- Active and Inactive makes the category available or unavailable but does not impact assignments where it has already been used.
- Description can include detailed information about the category. This information may be shared with administrators, parents, and students. Enter the description of the category using plain text, HTML, or a combination of both. You can also copy content from a Microsoft Word document and paste it into this field. Use the editing bar to style the description.



4. Click on the **Assignment Defaults** tab:

- Use the Score Type menu to select the default score type for this category. The fields change specific to your selection. See Score Types. By default, scores in the category will be published to administrators, parents, and students.
- Use the Publish Assignment pop-up menu to select when assignments for this category will publish to PowerSchool for Students and Parents portal. If you chose Days Before Due Date, enter the number of days the assignment should appear prior to the date that it is due in the Days Before Due Date field.
- Select the Publish Scores checkbox is selected by default. Scores for this category will automatically publish to PowerSchool for Students and Parents portal. Deselect the checkbox if you do not want to automatically publish scores for this category.
- To include new assignments in this category in final grade calculations by default, verify that Count in Final Grade is selected.



**Create: Class work**

Category: **Assignment Defaults** View All

Publish Assignment: Immediately

Publish Scores:

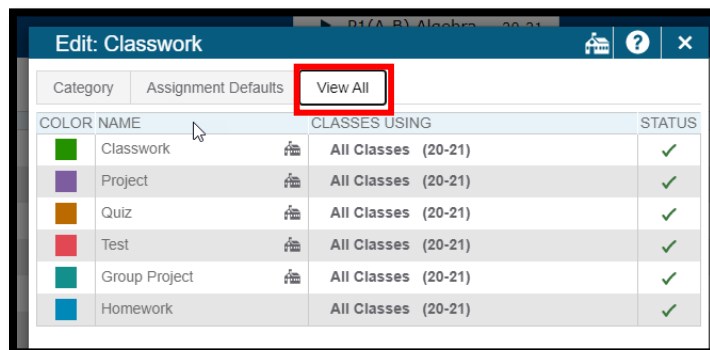
Traditional Grade Options













Score Type: Select Score Type

Scoring + Weight: Points

Count in Traditional Final Grade:

5. On the **View All** tab, you can view all active categories. District-created categories are labeled with an icon that looks like a building. View the classes that are using each category, and the status of each category.



COLOR NAME	CLASSES USING	STATUS
 Classwork	 All Classes (20-21)	<input checked="" type="checkbox"/>
 Project	 All Classes (20-21)	<input checked="" type="checkbox"/>
 Quiz	 All Classes (20-21)	<input checked="" type="checkbox"/>
 Test	 All Classes (20-21)	<input checked="" type="checkbox"/>
 Group Project	 All Classes (20-21)	<input checked="" type="checkbox"/>
 Homework	 All Classes (20-21)	<input checked="" type="checkbox"/>

6. Click **Save**.

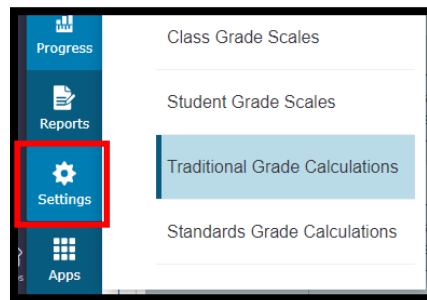


*Note: Repeat the steps above to create additional categories needed for classes.*

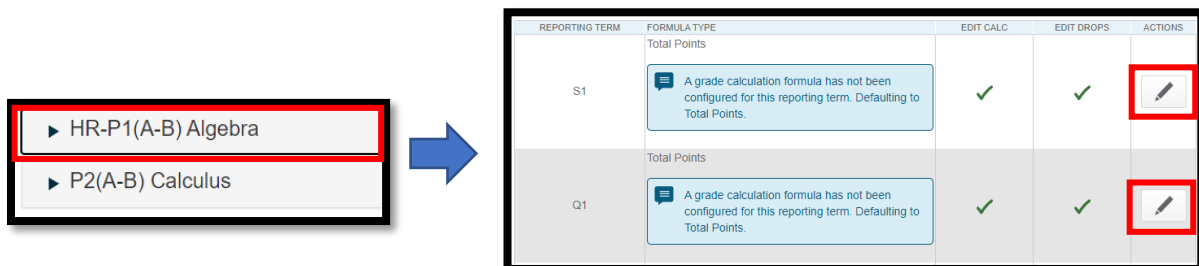
## Traditional Grade Calculations and Category Weighting

Use this page to define traditional grade calculations for PowerTeacher Pro if you have been permitted to adjust the calculations set by the district. Checkmarks indicate which aspects of the calculation formula you have permission to change.

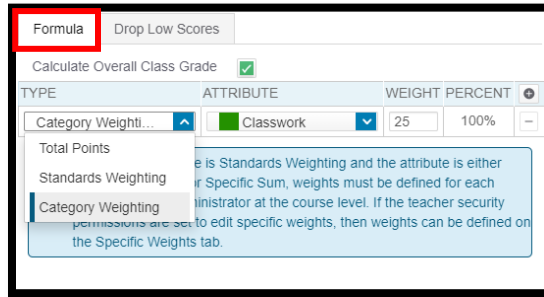
1. On the menu bar, click **Settings**, and then choose **Traditional Grade Calculations**.



2. Click the class, and then click the Edit icon next to the specific term. A lock icon next to the term indicates that the term is locked and the grade calculations for that term cannot be modified.

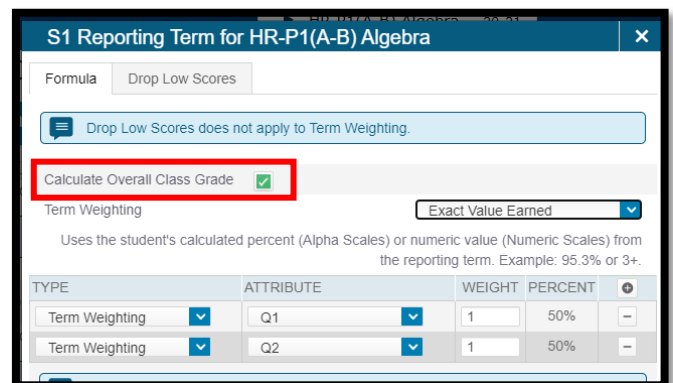
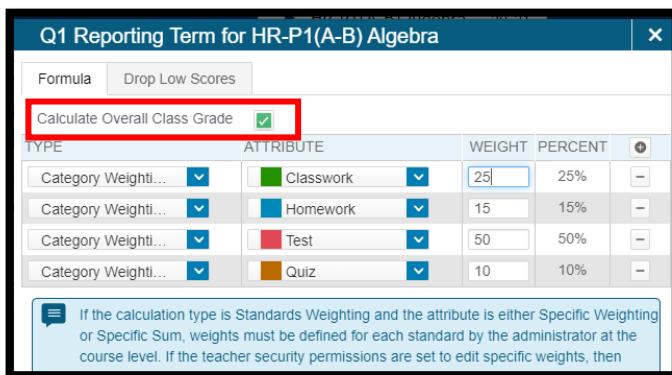


3. On the **Formula** tab, select the calculation type, attribute, and weight. Use weight values that will make the values in the Percent columns add up to 100%.

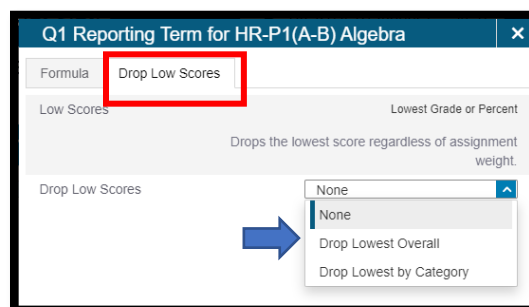


4. Click the plus sign (+) next to the Percent label, to add a type. Click the minus sign (-) next to a type to remove it.

5. To calculate the overall class grade using the formula, verify that Calculate Overall Class Grade is checked.



6. On the Drop Scores tab, select which lows scores to drop from the calculation.

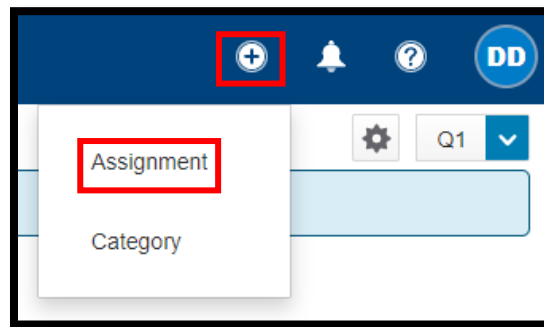


7. Click Save.

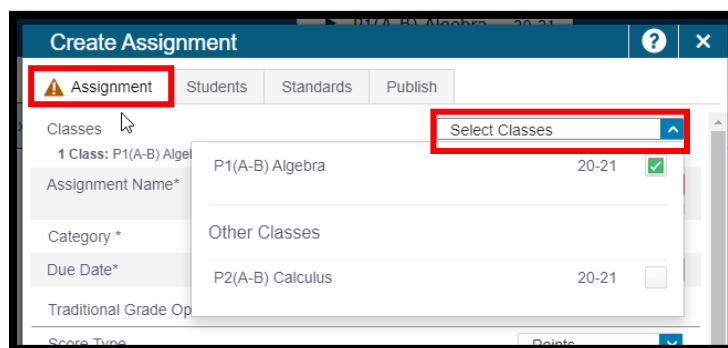


## Creating Assignments

1. On the navigation bar, click the plus sign and then choose Assignment.



2. On the Assignment tab, select the classes for this assignment from the Select Classes menu. Classes will default to match the class or group of classes you have selected but can be changed as needed.



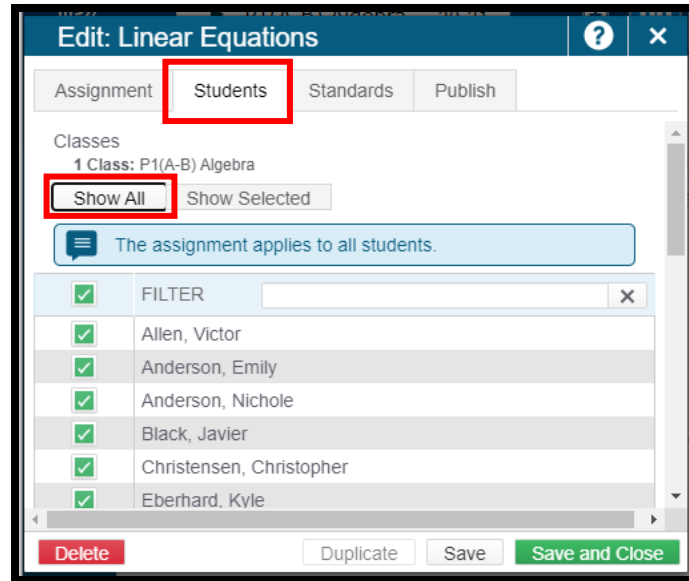
3. Choose/enter assignment information ensuring to select a category.



- Use the Score Type menu to select the score type for this assignment. The fields change specific to your selection. See Score Types.
- To include the assignment in final grade calculations, verify that Count in Final Grade is selected.
- Click the calendar icon to choose a due date for the assignment. If multiple classes have been selected, use the +Per Class button to define different due dates for each class, if needed.
- Description can include detailed information about the category. This information may be shared with administrators, parents, and students. Enter the description of the assignment using plain text, HTML, or a combination of both. You can also copy content from a Microsoft Word document and paste it into this field. Use the editing bar to style the description.

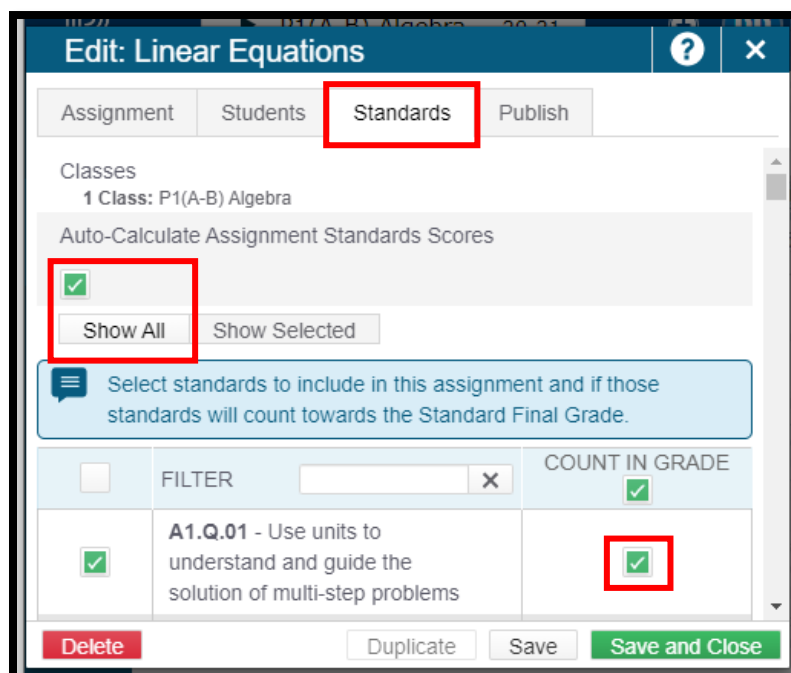
4. Click the **Students** tab to choose only specific students for which this assignment applies, if applicable. By default, the assignment will apply to all students in the selected classes.

- To apply the assignment to just a selection of students, click **Show All**. Then clear the checkbox next to the Filter area and check the boxes next to the selected students' names.

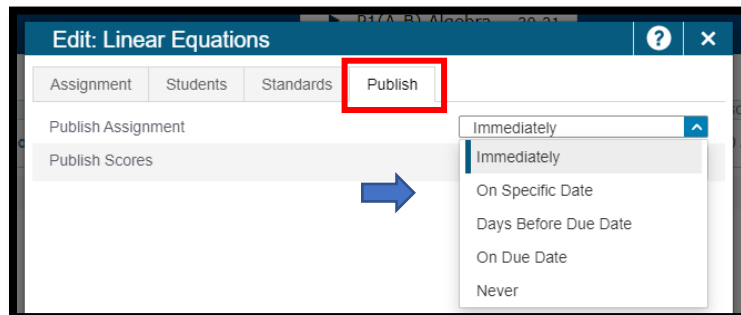


5. Click the **Standards** tab to choose standards to apply to the assignment and whether they count in standards grades.

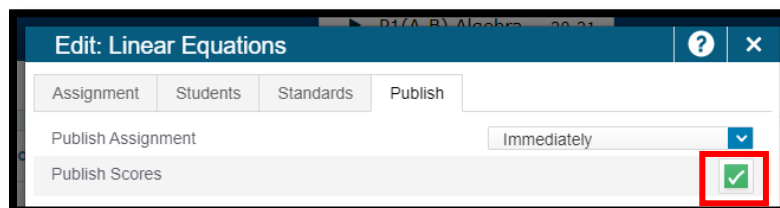
- Check **Auto-Calculate Assignment Standards Scores** to automatically calculate standards scores from assignment scores.
- Click **Show All**.
- Check the boxes next to the standards you want to associate to this assignment. Use the Filter field to limit the number of standards that appear.



6. Click the **Publish** tab to set when the assignment will be shared with parents and students on the PowerSchool Student and Parent portal. Use the Publish Assignments menu to choose when the assignments will be published.



- Select the **Publish Scores** checkbox to share the assignment score.



7. Click **Save** when finished.



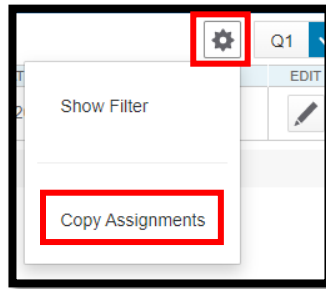
## Copy Assignments

You can copy assignments from one class to different classes in the current or next year. All matching reporting terms will be copied as well.

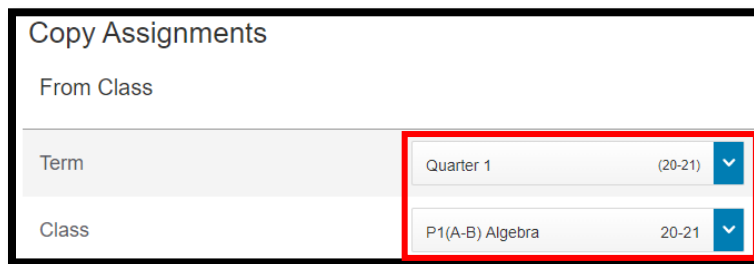
If you have standards associated to the assignment, the standards are copied along with the assignment details, if the standards already exist in the target school year.

If a lock icon appears at the top of the assignment column, the reporting term or class is locked. You are unable to copy an assignment to a locked term or class.

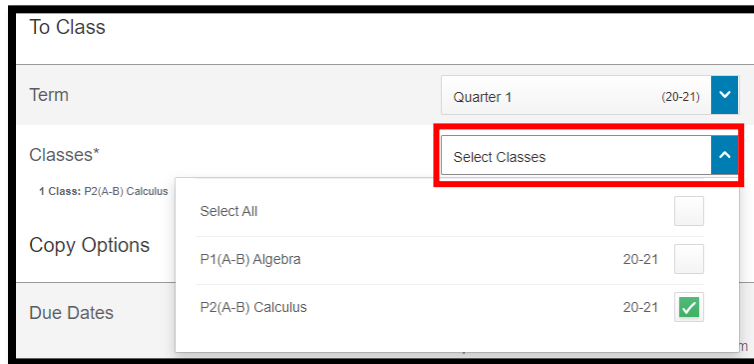
1. On the Assignments page or Scoresheet page, click the gear, and then choose **Copy Assignments**.



2. In the From Class section, select the Term and Class from which you want to copy assignments.



3. In the To Class section, select the Term and Classes to which you want to copy assignments.

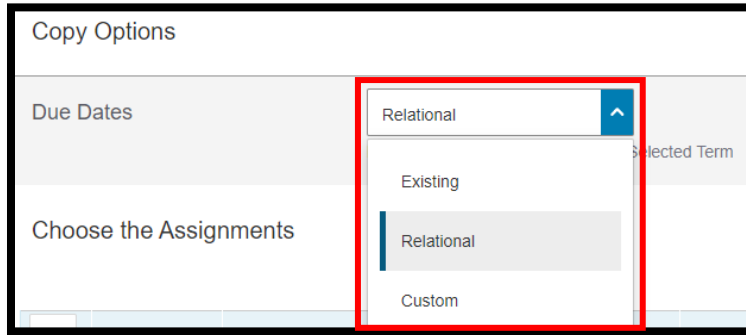


4. In the Copy Options section, select how you want to impact the **due date** for the assignments you are copying. The options are:

- **Existing** - The copied assignments receive valid due dates relative to the selected term. This option works best when copying into the same term or overlapping terms.
- **Relational** - The copied assignments receive valid proportional due dates relative to the selected term. The due dates are calculated based on the start date and end date of the term. This

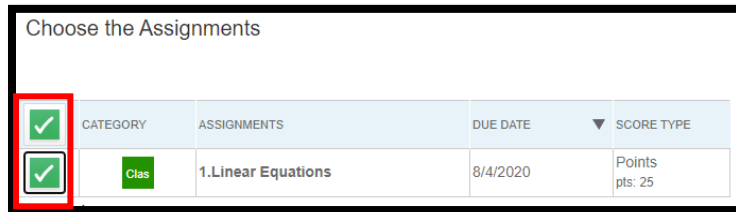
option works best if you want PowerSchool to automatically calculate the due dates for different terms.

- **Custom** - The copied assignments receive a specific due date that you assign. This works best for assignments that you want to repeat multiple times within a term on specific dates.

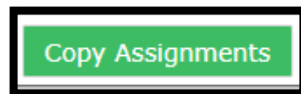


5. In the Choose the Assignments section, select the box next to the assignments you want to copy, or select the box in the heading (next to Category) to select all assignments.

**Note:** If the source class you selected is a PowerTeacher Gradebook class, all assignments will be copied to the classes you select.



6. Click Copy Assignments.

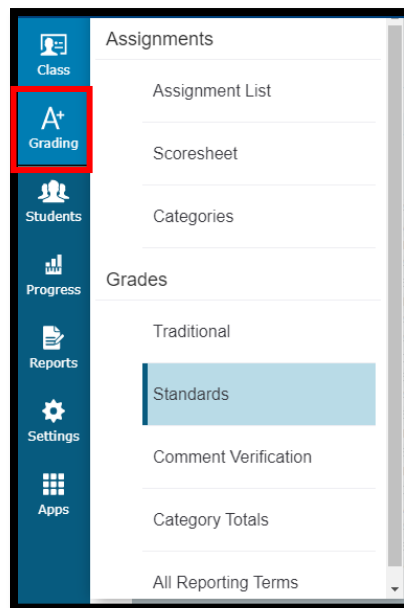


7. Verify the due dates for all assignments you copied. Be sure to review the assignments in each of the target classes and terms.

## Grading

### Grading Tab Overview

The Grading tab provides access to all grading function for your classes.

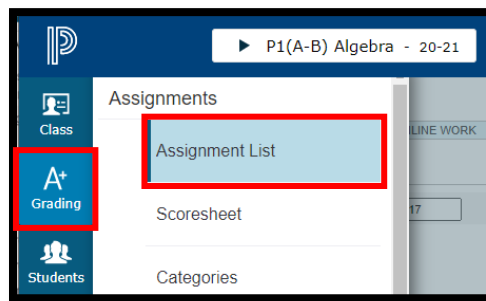


- **Assignment List:** Takes you to the Assignments page that displays all assignments for the currently selected class or class group.
- **Scoresheet:** Using the Scoresheet page, you can score assignments, and view and edit final grades for students enrolled in a class.
- **Categories:** Categories are broad classifications in which you group similar types of assignments. Examples of categories are homework, tests, and quizzes. Make a category available to one, some, or all your classes.
- **Traditional:** The Traditional Grades page provides an overall view of traditional grades for an entire class, along with a summary of how many absences, tardies, missing, late, and incomplete assignments each student has.
- **Standards:** The Standards Grades page provides an overall view of standards grades for an entire class. Teachers select the appropriate standards to be assessed on each assignment. When they enter student scores for the standards on that assignment, PowerTeacher Pro automatically calculates a standards final grade for each student.
- **Comment Verification:** The Comment Verification page provides you with a view of all comments for a selected class and term. Use this page to review previous comments to aid in your analysis of the final grade.

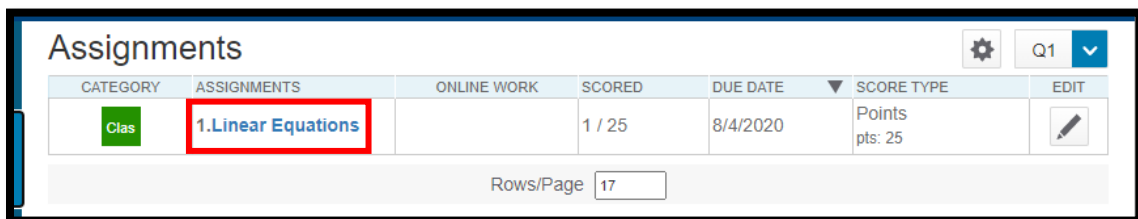
- **Category Totals:** View students’ final grades data, aggregated by category. Use this page to assess how students performed in one assignment category versus another, or to analyze the difficulty of one category type versus another.
- **All Reporting Terms:** Use this page to work with the final grades for all reporting terms. Each column represents a reporting term. The column that corresponds to the current term is highlighted.

### Score an Individual Assignment

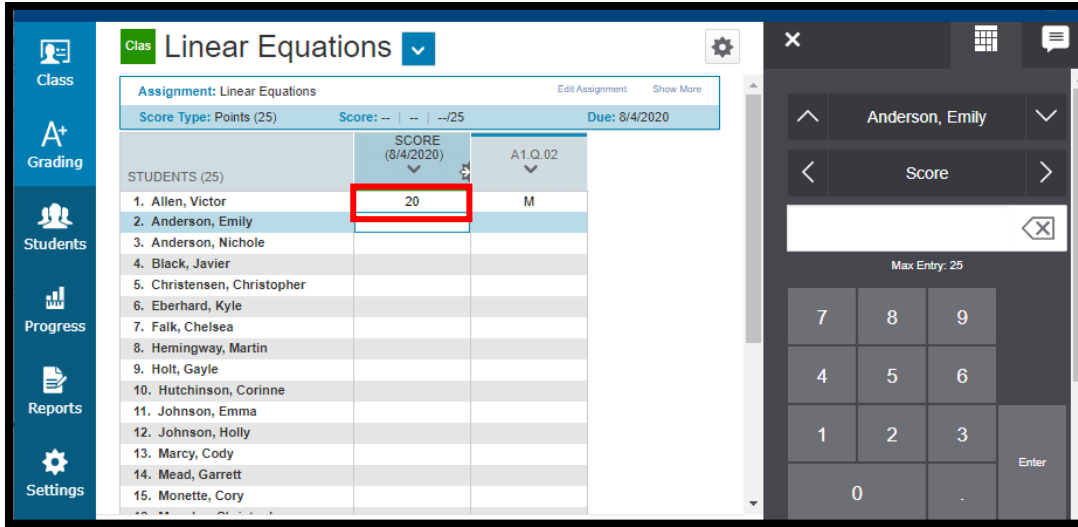
1. On the left menu bar, click on the **Grading** tab and select **Assignment List**.



2. Select the assignment name.

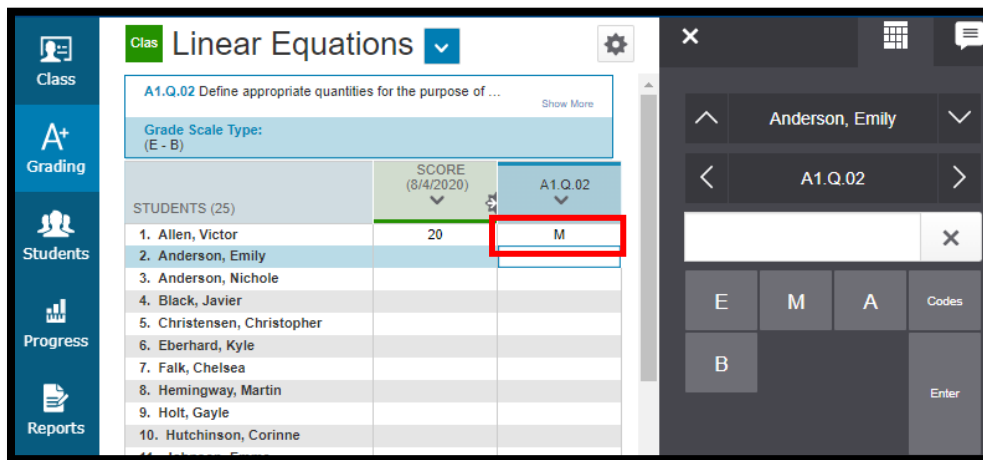


3. The Single Assignment page appears with the students associated to the assignment. Enter the students’ assignment scores in the Score column.

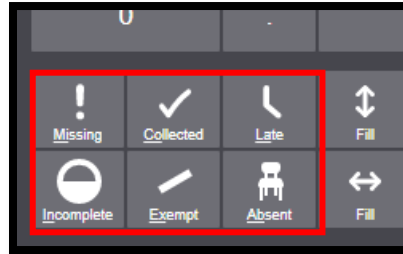


**Note:** You can use the arrow keys on your keyboard or the arrows at the top of the Score Inspector to move to different score cells. You can also type in the students' score from your keyboard or select the student's score using the Score Inspector section on the right.

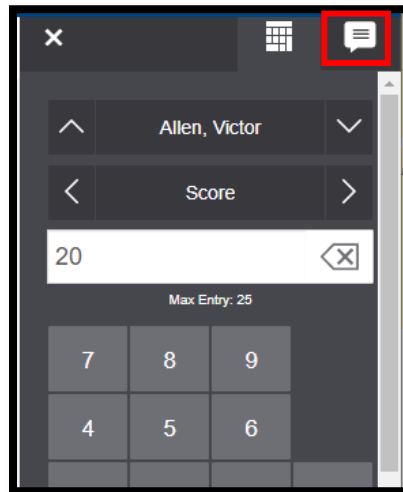
4. If standards are aligned to the assignment, enter the standards scores in the standards columns to the right of the traditional assignment score.



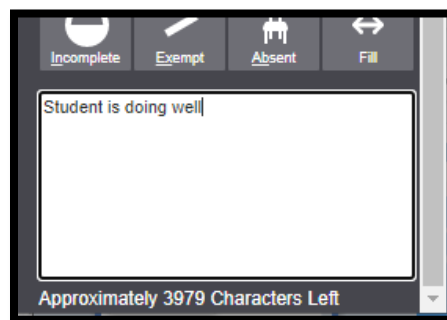
5. You can use the hot Keys to flag the assignment scores for students. For example, making an assignment, **late**, **missing**, **incomplete**, **exempt**, **collected**, or **absent**. To do this click in the cell of the student's assignment score and click one or more of the flags/hotkeys on the Score Inspector to apply it to the assignment score.




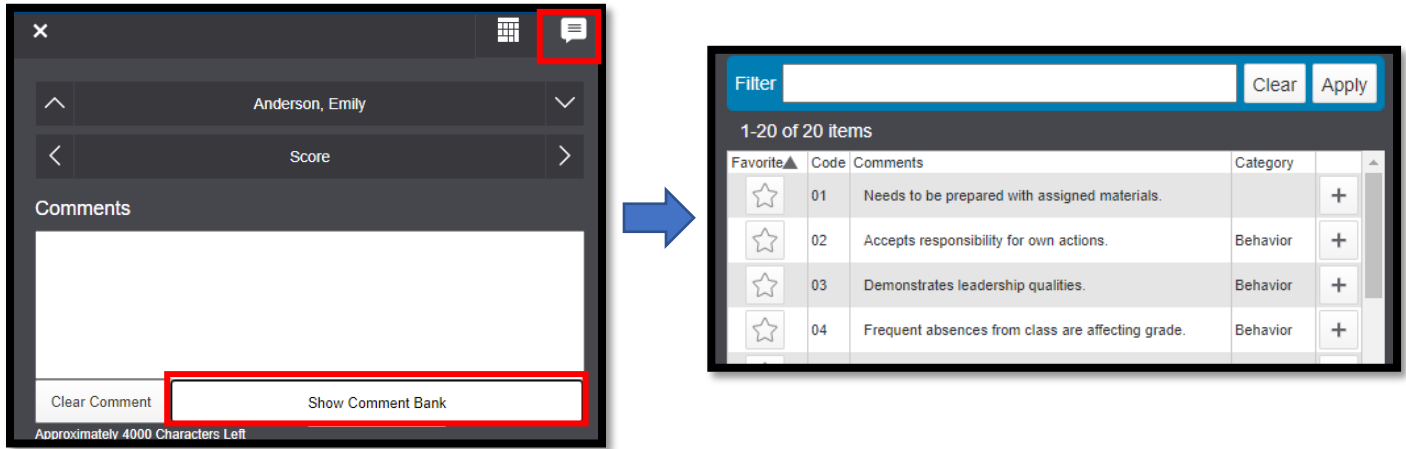
6. To give students an assignment score comment, click on the comment icon or scroll down on the Score Inspector.



7. Type in your comment in the comment section. (Entering comments are not required to save scores)



**Note:** If your school has set up the comment bank, and you prefer to use that for your comments, be sure to click the comment icon.  You will then be able to click on Show Comment Bank and select which comments you want to add for the student.



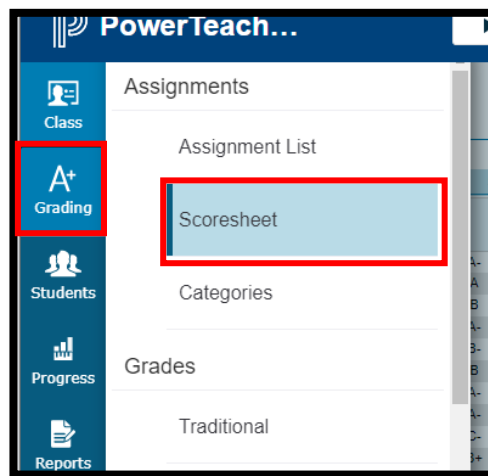
8. Click Save Scores when you are done entering grades for the assignment.



## Scoresheet (Final Course Grades)

On the Scoresheet page, you can score assignments, view, and edit final grades for students enrolled in a class.

1. On the menu bar, select **Grading**, and then select **Scoresheet**.



2. You will then see the scoresheet page where it displays the students' final grade for the class and all the assignments for student along with their assignment scores. (You can enter assignment scores and standards from the scoresheet page as you would on the assignment page)

**Scoresheet - Q1**  
P1(A-B) Algebra

Assignment: Homework 1 Edit Assignment Show More

Score Type: Points (25) Score: D+ | 68% | 17/25 Due: 8/5/2020

STUDENTS (25)	COURSE GRADE			LINEAR EQUAT...	ALGEBRA TEST 1	EXPONENTIAL ...	HOMEWORK 1
				(8/4/2020)	(8/5/2020)	(8/5/2020)	(8/5/2020)
1. Allen, Victor	A-	91%	160/175	20	98	20	22
2. Anderson, Emily	A	99%	174/175	25	99	25	25
3. Anderson, Nichole	B	85%	148/175	25	75	25	23
4. Black, Javier	A-	93%	163/175	25	88	25	25
5. Christensen, Christopher	B-	82%	144/175	22	80	22	20
6. Eberhard, Kyle	B	83%	145/175	21	78	21	25
7. Falk, Chelsea	A-	95%	166/175	22	100	22	22
8. Hemingway, Martin	A-	93%	162/175	19	100	19	24
9. Holt, Gayle	C-	70%	122/175	15	77	15	15
10. Hutchinson, Corinne	B+	89%	155/175	25	86	25	19
11. Johnson, Emma	A-	95%	167/175	25	99	25	18
12. Johnson, Holly	B+	89%	155/175	20	95	20	20

3. The final grades are automatically calculated based on the assignment scores the students are given. If you need to manually change a final grade for a student, click in the Course Grade column for that student and enter the grade the student will be getting.

**Scoresheet - Q1**  
P1(A-B) Algebra

Class Grade: Q1 Calculation: Total Points Show More

Grade Scale Type: (A - F) Grade: B- | 82% | 144 / 175

STUDENTS (25)	COURSE GRADE			LINEAR EQUAT...	ALGEBRA T...	EXPC
				(8/4/2020)	(8/5/2020)	(8/5/2020)
1. Allen, Victor	A-	91%	160/175	20	98	
2. Anderson, Emily	A	99%	174/175	25	99	
3. Anderson, Nichole	B	85%	148/175	25	75	
4. Black, Javier	A-	93%	163/175	25	88	
5. Christensen, Christopher	B-	82%	144/175	22	80	
6. Eberhard, Kyle	B	83%	145/175	21	78	
7. Falk, Chelsea	A-	95%	166/175	22	100	
8. Hemingway, Martin	A-	93%	162/175	19	100	
9. Holt, Gayle	C-	70%	122/175	15	77	
10. Hutchinson, Corinne	B+	89%	155/175	25	86	
11. Johnson, Emma	A-	95%	167/175	25	99	

Score Inspector for Christensen, Christopher

Course Grade - Grade

B-

82 %

Calculator keypad with A, B, C, D, F, I, P, -, +, Enter buttons.

**Note:** You can enter the grade using your keyboard or by using the score Inspector.

4. To enter a final grade comment for a student, click on the student’s final grade in the Course Grade column, and enter the comment in the Score Inspector. You can also use comments from the comment bank as noted in the Scoring Individual Assignments section of this guide, by clicking the comment icon

**Scoresheet - Q1**  
P1(A-B) Algebra

Class Grade: Q1      Calculation: Total Points      Show More

Grade Scale Type: (A - F)      Grade: B- | 82% | 144 / 175

STUDENTS (25)	COURSE GRADE	LINEAR EQ... (8/4/2020)	ALGEBRA T... (8/5/2020)	EXPC (8/5/2020)	
1. Allen, Victor	A-	91%	160/175	20	98
2. Anderson, Emily	A	99%	174/175	25	99
3. Anderson, Nichole	B	85%	148/175	25	75
4. Black, Javier	A-	93%	163/175	25	88
5. Christensen, Christopher	B-	82%	144/175	22	80
6. Eberhard, Kyle	B	88%	148/175	21	78
7. Falk, Chelsea	A-	95%	166/175	22	100
8. Hemingway, Martin	A-	93%	162/175	19	100
9. Holt, Gayle	C-	70%	122/175	15	77
10. Hutchinson, Corinne	B+	89%	155/175	25	86
11. Johnson, Emma	A-	95%	167/175	25	99

Score Inspector: Student is progressing |

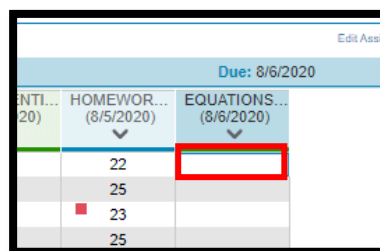
5. Click Save.



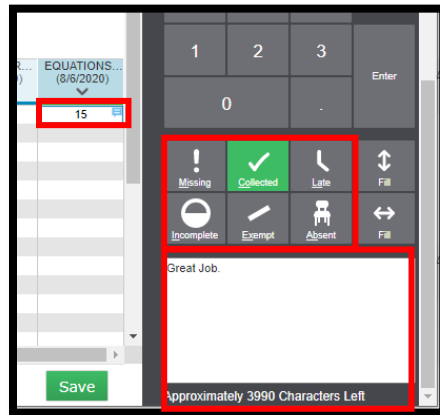
### Fill Grades, Scores, or Comments

Use the Fill functions to either fill grades or scores for one final grade, or one assignment, for all the students in a class, or to fill all final grades or all assignment scores for just one student.

1. To fill students’ grades or scores vertically, select the applicable grade or score cell.



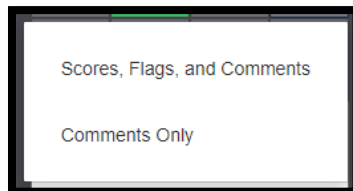
2. Enter the grade or score, select a score flag, or enter a comment in the Score Inspector.



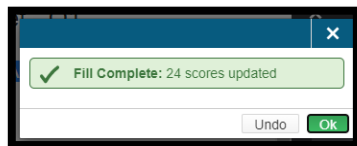
3. Select the Fill icon with the vertical arrows on the Score Inspector.



4. If a comment exists in the selected field, a pop-up menu appears.  
 a. For assignment scores, select Scores, Flags, and Comments to fill in all blank score fields for an assignment with the comment, score, and flags you have currently selected on the Score Inspector. For final grades, this option will be called Grades, Flags, and Comments.



5. Selecting Grades, Flags, and Comments will populate all students' grades for that assignment or final grade.



STUDENTS (25)		SCORE (8/6/2020)
1. Allen, Victor	15	📄
2. Anderson, Emily	15	📄
3. Anderson, Nichole	15	📄
4. Black, Javier	15	📄
5. Christensen, Christopher	15	📄
6. Eberhard, Kyle	15	📄
7. Falk, Chelsea	15	📄
8. Hemingway, Martin	15	📄
9. Holt, Gayle	15	📄
10. Hutchinson, Corinne	15	📄
11. Johnson, Emma	15	📄
12. Johnson, Holly	15	📄
13. Marcy, Cody	15	📄
14. Mead, Garrett	15	📄
15. Monette, Cory	15	📄
16. Mousley, Christopher	15	📄
17. Murphy, James	15	📄
18. Nelson, Maria	15	📄
19. Smith, Yeek	15	📄
20. Smith, Yvette	15	📄
21. Van Vlaenderen, Christopher	15	📄

1. To fill students' grades or scores horizontally, select the applicable grade or score cell.
2. Enter the grade or score, or select the score flag, or enter a comment in the Score Inspector.
3. Select the Fill icon with the horizontal arrows.

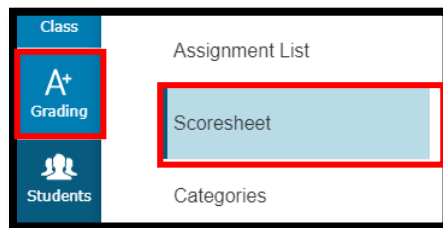


**Note:** Filling grade horizontally will be entering all final grades or all assignment scores for just one student.

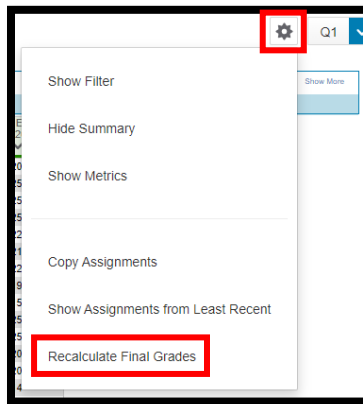
## Recalculate Final Grade

Use this feature to recalculate final grades for one or more classes. Although final grades in PowerTeacher Pro are calculated automatically, you can force a recalculation, if necessary. Use the recalculate tool after making significant changes, such as adding multiple assignment scores for students who transferred from another class. Also, recalculate grades when your PowerSchool administrator changes a setting that affects PowerTeacher Pro, such as the grade calculation formula.

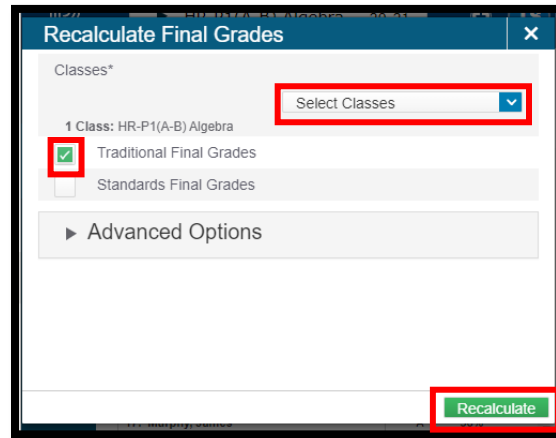
1. From the **Grading** menu, select **Scoresheet**.



2. Click the gear icon, and then choose **Recalculate Final Grades**.



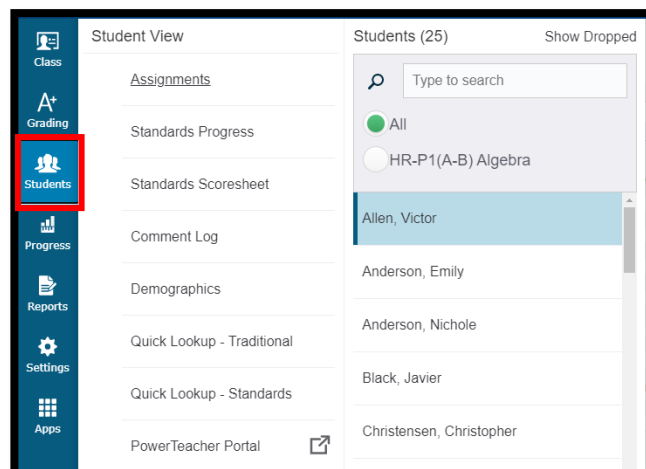
3. Use the Select Classes menu to select one or more classes.
4. Check the type of grades you want recalculated.
5. Click **Recalculate**.



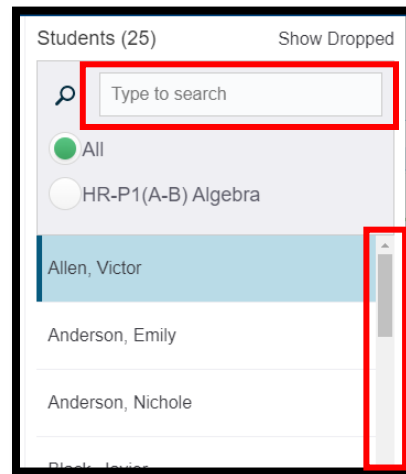
## Working with Individual Students

View individual student demographics, progress, manage communication, and work with assignments. Other pages in PowerTeacher Pro are optimized to display how an entire class is performing using the Progress pages. The individual student pages, however, provide more detailed information on an individual student. This is particularly useful for entering multiple of scores for a single student, and during parent-teacher conferences to explain why a student earned a particular grade.

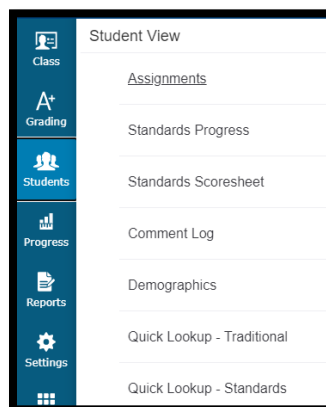
1. On the menu bar, select **Students**.



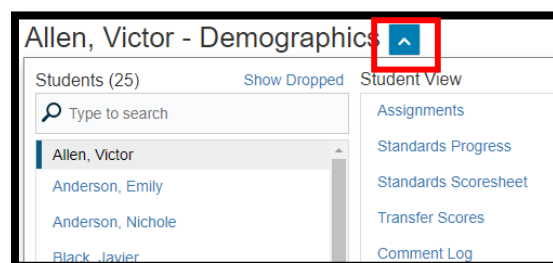
2. Search for a student using the search field or scroll down on the right side of the menu next to the student names. Use the selection buttons to limit the search to a class or all classes for the teacher.



3. Select a Student View from the menu. The details for the student highlighted in the Students list appears.



4. Use the Quick Menu to navigate to other pages in the Students section of PowerTeacher Pro.



## Reports

PowerTeacher Pro offers a selection of reports to assist you in daily classroom activities, as well as with assessing student performance. You can generate reports for all students who are enrolled in a class, for all students who are enrolled in all your classes, or for specific students.

The reports available are:

### Individual Student Report

This is a multi-function report you can generate that is organized by student.

You can generate this report to compile the following information:

- Progress reports
- Missing and late assignments
- Standards final grades and assignment standards scores
- Grades
- Citizenship
- Category totals
- Assignment scores
- Comments
- Summary of student work to present to parents at conferences or to a principal during a review
- Midterm update for students and parent

### Multi-Function Assignment Report

This report provides a list of students and scores organized by assignment. Use this report to help students and parents keep up with class work, to target students who need extra help, or to gauge which assignments present the most challenges to students. You can generate this report to compile the following information:

- Missing, late, or incomplete assignments
- Grades
- List of all assignment and the associated scores, flags, and grade for each reporting term, by student.

### Scoresheet Report

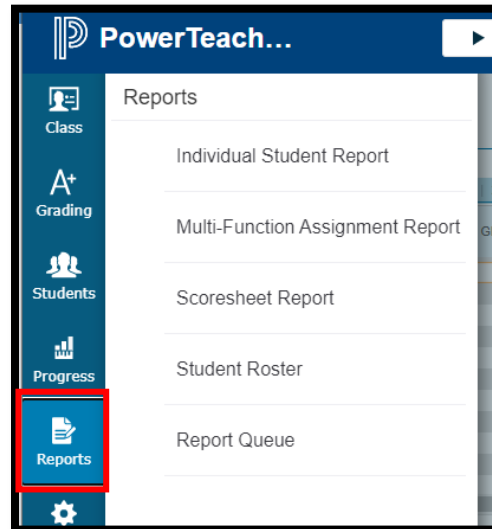
Run the Scoresheet report to generate a spreadsheet-style summary of student grade and assignment data. You can use this report to view final grades for all reporting terms and assignments that are within a specific date range, for all students.

### Student Roster Report

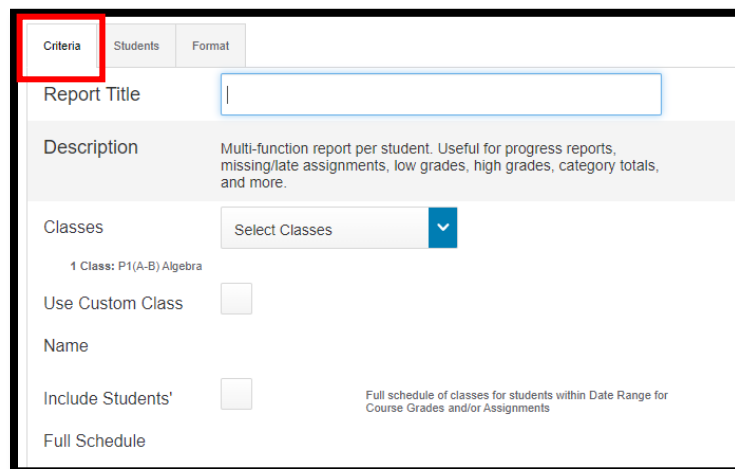
This report displays student demographic information, listed one row per student. You can use this report to generate a list of demographic information by class. By adding blank columns and naming them to fit your needs, you can use this report to keep track of money collected for classroom field trips, or as an emergency contact list.

To run these reports, follow the steps below.

1. On the menu bar, select **Reports** and then choose the report you want to run.



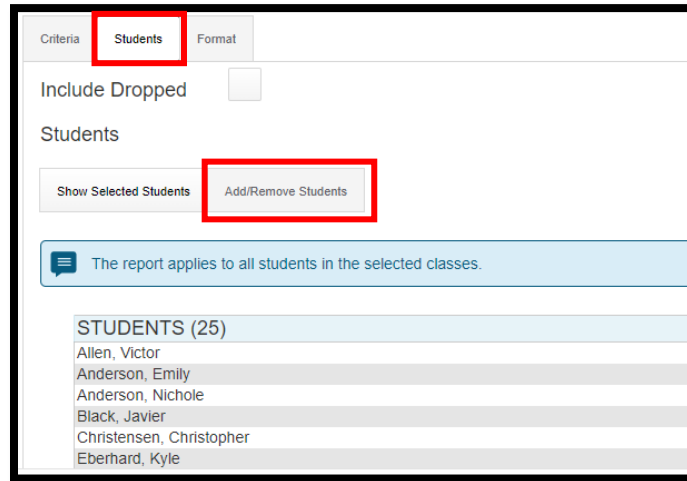
2. On the Criteria tab, select the parameters for the option provided on how you want the report ran.



The screenshot shows the 'Criteria' tab of a report configuration screen. The 'Criteria' tab is highlighted with a red box. The form includes the following fields and options:

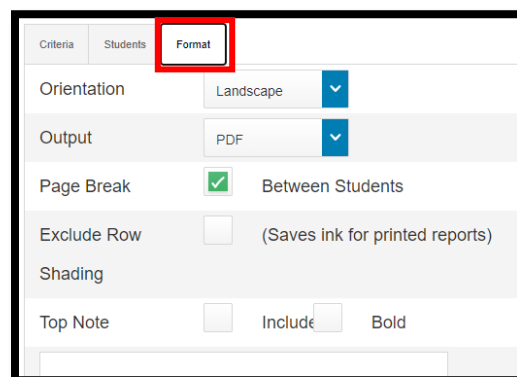
- Report Title:** An empty text input field.
- Description:** Multi-function report per student. Useful for progress reports, missing/late assignments, low grades, high grades, category totals, and more.
- Classes:** A dropdown menu labeled 'Select Classes' with a blue arrow. Below it, it shows '1 Class: P1(A-B) Algebra'.
- Use Custom Class:** An unchecked checkbox.
- Name:** An empty text input field.
- Include Students':** An unchecked checkbox.
- Full Schedule:** A checkbox with the text 'Full schedule of classes for students within Date Range for Course Grades and/or Assignments' next to it.

3. Click the **Students** tab. If you want to run the report for a subset of students, select **Add/Remove Students** and use the Filter field to search for specific students. Uncheck the boxes next to the students you want excluded from the report. Select the Include Dropped Students checkbox if you want to include dropped students on the report.

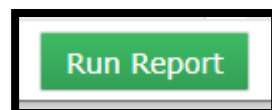


**Note:** If you select *Include Students' Full Schedule* and you also selected *Include Dropped Students*, the report will display the full schedule for dropped students in the selected classes.

4. Click the **Format** tab, to select/enter the orientation, output, header, and footer for the report.



5. Click Run Report.

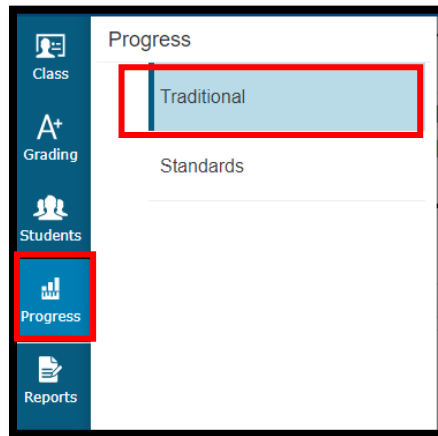


## Progress

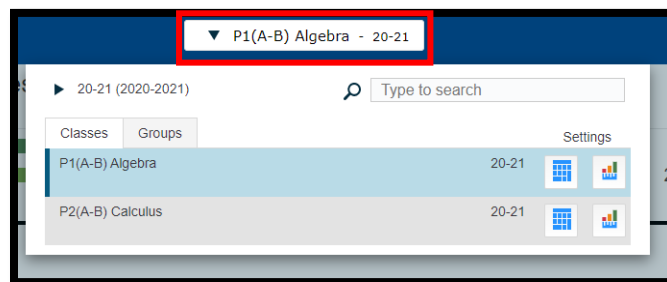
### Traditional Grades Progress

The graph on the Traditional Grades Progress page shows the distribution of grades for the class for the selected reporting term. It also shows the aggregate totals for missing, late, or incomplete assignments, as well as grade scale information.

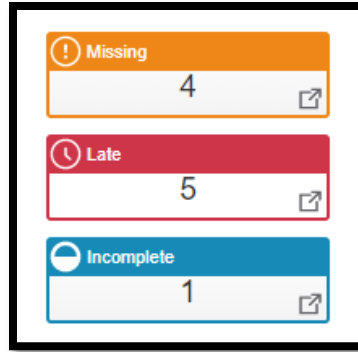
1. On the menu bar, select **Progress** and then choose **Traditional**. The class grades progress appears in a graph.



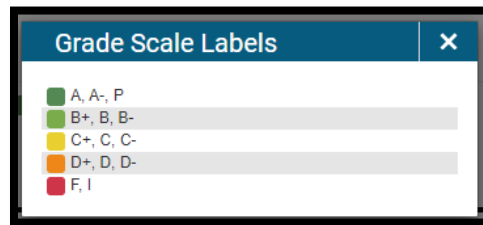
2. Use the class selector to change to a different class, or to select a class group.



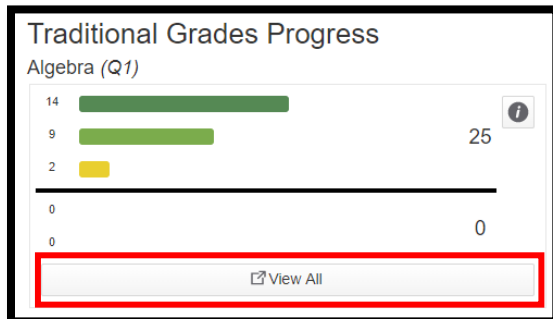
3. Click Missing, Late, or Incomplete to view the Traditional Grades page with summary information on each category.



4. Click the information icon to view details of the associated grade scale. 



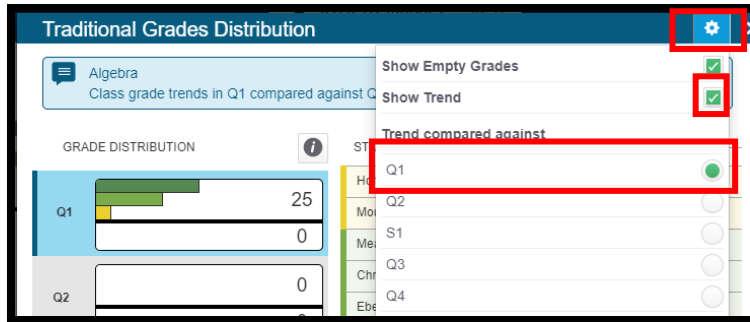
5. Click **View All** to view the Traditional Grades Distribution screen. Students who have a custom grade scale association are indicated by an orange triangle in the upper right corner of the student name field.



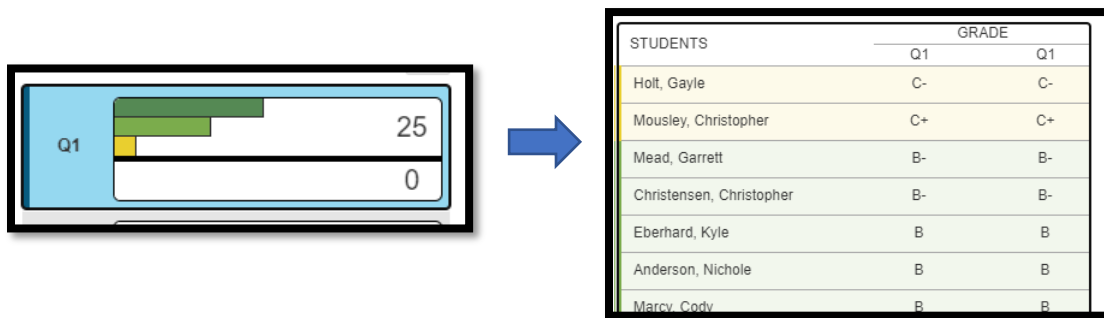
Traditional Grades Distribution  
Algebra  
Class grade trends in Q1 compared against Q1.

GRADE DISTRIBUTION	STUDENTS	GRADE	
		Q1	Q1
Q1	Holt, Gayle	C-	C-
	Mousley, Christopher	C+	C+
Q2	Mead, Garrett	B-	B-
	Christensen, Christopher	B-	B-
	Eberhard, Kyle	B	B
	Anderson, Nichole	B	B

6. Click the gear icon and then select the **Show Trend** box. Deselect the Show Trend box to hide the trend column. Select the term you want to compare against. If you are working with multiple classes, you can select if you want the class grouped by student or by class on this screen.



7. Click a Grade Distribution chart to view the final grades and trend comparison.



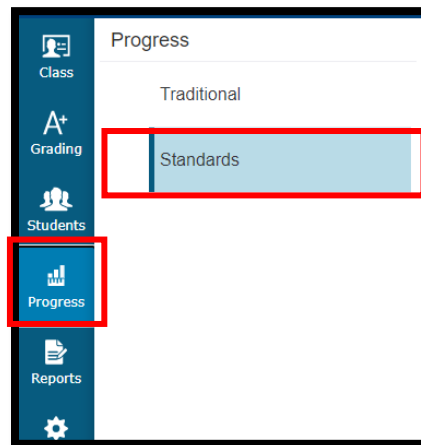
8. Click OK to close the screen.



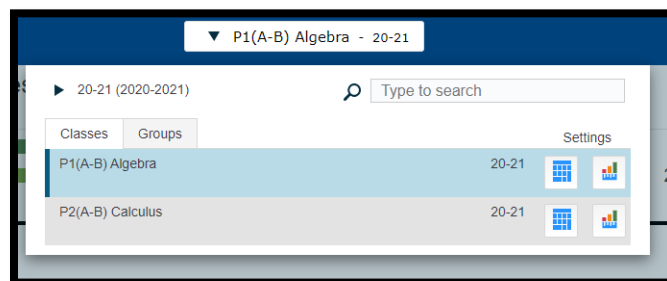
## Standards Grades Progress

Similar to traditional grades, the graph on the Standards Progress page shows the distribution of grades for each standard aligned to the course, for the selected class and reporting term.

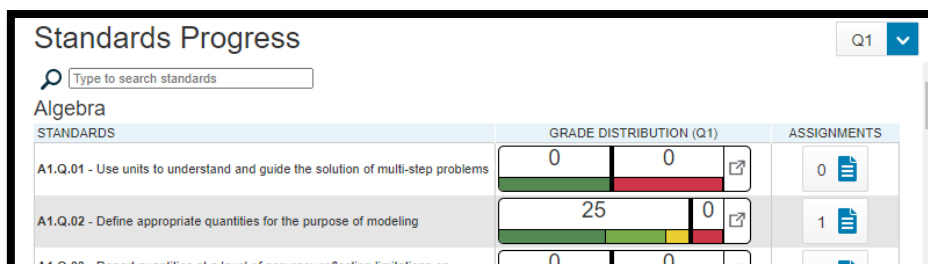
1. On the menu bar, select **Progress** and then choose **Standards**. The class grades progress appears in a graph.



2. Use the class selector to change to a different class, or to select a class group.



3. All the standards aligned to the class are listed in the Standards column. To the right of each standard, view a graph that displays the distribution of scores for the class. The colors in the graph correspond to the grade scale color levels.



4. The black demarcation line shows where the cutoff is between passing and failing grades. The numbers above the colored bars show the total number of students who have passing grades versus the total number of students who have failing grades.

5. Select a grade distribution graph to view the Standards Grades Distribution screen.

