

Power Plays #2a - 11/04

Tips and tricks for  PowerSchool

Things we forgot to tell you in #2 . . .

Hiding older assignments on the PowerGrade spreadsheet

Now that it is the 2nd quarter, you may want to hide the 1st quarter assignments on the spreadsheet so that you only see the most current assignments.

Here's how:

- In PowerGrade, click on the “Preferences” button (looks like a light switch)
- Click on the “Display” tab
- Under “Attendance & Assignments” enter the 2nd quarter date range (11/1/2004 – 1/24/2005 – *if it does not work properly you may have **not** used 2005 for the end date*)
- Check the “Show only attendance & Assignments in this date range” box
- If you want to hide the assignments in the assignments window as well, check the “Apple to assignments window” box
- Select “OK”

Modify final grade after report card deadline

To modify a final grade after the data has been stored for the Q1 report card you should do 2 things:

- Change the grade in your gradebook by modifying the assignment grades or by overriding the Final Grade
- Notify your principal or their designee of the grade change in order to request the grade be changed in the system.

Note: Changing a final grade in your gradebook (step 1) after grades are stored will not change the historical grade in the system (step 2)

Updating PowerGrade to version 4.5.1 build 05

If you have not been able to successfully update your PowerGrade (please check the version by selecting “About PowerGrade” from the Apple menu in OS9 or from the PowerGrade menu in OS X):

- Contact the TSF in your building – they have a CD and can do it for you
- OR contact the technology office at 410-479-1464

We recommend the upgrade – many issues are resolved in PowerGrade by upgrading.