



PowerGrade Reference Card

Categories and Assignments

(Create a category before creating assignments.)

Set Up a Category

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

Weight Scores

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

Add an Assignment

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

Edit an Assignment

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

Delete an Assignment

1. Click *Add an assignment to this class*.
2. Select the assignment to delete.
3. Click *Delete* then *Yes*.

Fill an Assignment

1. Click in the top cell of the assignment.
2. Select *Utilities/Fill Scores*, enter a score to fill, check to fill only un-scored.

Attendance

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

Create a Report

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

Use Comment Codes (Data will replace comment codes when printing)

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

Preview and Print a Report

1. Select *Reports/ Preview Report*.
2. Select the report.
3. Click *Print* to print or *Stop* to edit the report.

Short Cuts and Tips (CMD = CTRL key for Windows and Apple key for Mac)

Short Cut	Other Actions
Lock Screen	<i>CMD+L</i> or select <i>Utilities/Lock Screen</i> .
Parent Note/Private Note	<i>number</i> next to student's name.
Single Student Summary	<i>Student name</i> .
Final Grade Override	<i>Final grade</i> .
Score Comment	Click Score then <i>CMD+N</i>
Duplicate Scores	Enter the first score, enter " in the next cell to repeat score.
Class Information	Click class name.
Assignment information	Click <i>assignment name</i> .
View Current Students	Click <i>Dropped Students</i> .
View Dropped Students	Click <i>Current Students</i> .
Enter Letter Grade instead of numerical grade.	Enter = and <i>grade</i> for assignment. <i>Grade value must be set in Grade Scale</i> .
Resize a column	Drag the right border next to the Assignment Name. Hold down the <i>ALT/OPT</i> to auto size all columns.
Jump to top, bottom, left, or right	<i>CMD + Up, Down, Left or Right</i>