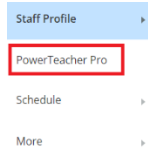# Grading Standards in PowerTeacher Pro (Grades 1 - 6)

Accessing PowerTeacher Pro:

1. Log into PowerSchool (Teacher).
2. Click on the **PowerTeacher Pro** on the left side bar.
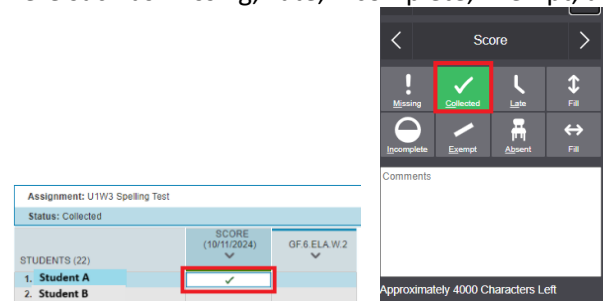

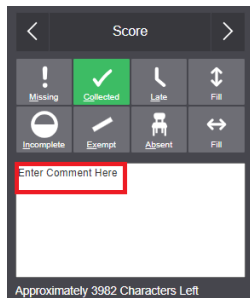
Grading Standards Attached to a Summative Assignment:

1. Click into a Summative assignment from the Assignment List.

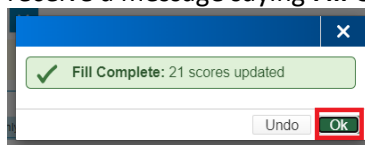| CATEGORY	ASSIGNMENTS	SCORED	DUE DATE ▼	SCORE TYPE	EDIT
Summ	1.U1W3 Comprehension Quiz	0 / 22	10/11/2024	Collected Only	✎
Summ	2.U1W3 Spelling Test	0 / 22	10/11/2024	Collected Only	✎
Form	3.U1W3 Comprehension Trifold "Journey Into the Deep"	0 / 22	10/10/2024	Collected Only	✎
Form	4.U1W3 Writing Packet "Secret World of Caves"	0 / 22	10/9/2024	Collected Only	✎

2. Click into a cell in the **Score** column and click the **Collected** flag in the **Score Inspector**. You can also enter other flags here such as Missing, Late, Incomplete, Exempt, and Absent.

To enter a comment for this student on this assignment, type a comment in the Comments box.

3. To fill in the entire Score column, you can click the vertical **Fill** arrow, and it will fill the entire column. When you receive a message saying **Fill Complete**, click **Ok**.
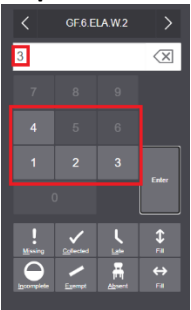

You will now see checkmarks for every student in that column. You can remove any checkmarks for students that did not complete the assignment.

4. Be sure to click **Save** often so you do not lose any information that you have entered.

5. Click into a standards cell and enter the appropriate Performance Indicator (1, 2, 3, or 4) for that standard in the **Score Inspector**.

You can use the vertical and horizontal **Fill** arrows to fill in rows and columns will all the same scores and then adjust the scores accordingly.
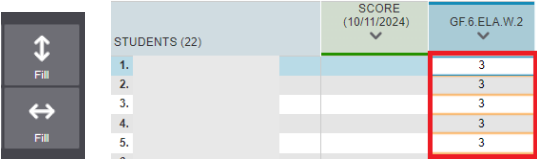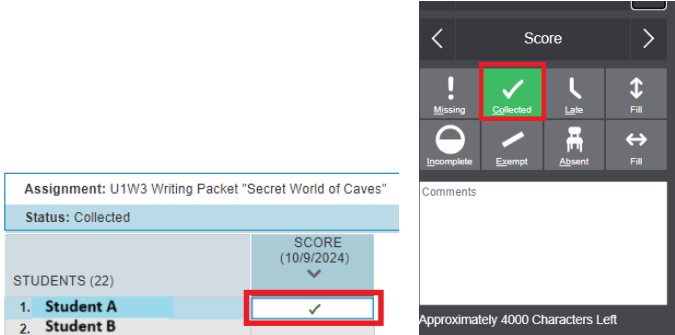

4. Repeat for any additional standards for all students.
5. Click **Save**.

Your Summative assignment is now scored.
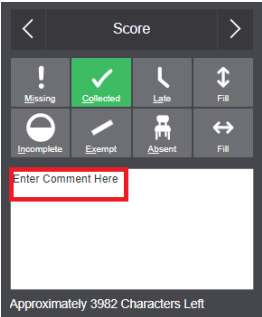
Marking Formative Assignments as Collected:

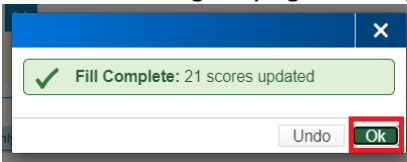1. Click into a Formative assignment from the Assignment List.

2. Click into a cell in the **Score** column and click the **Collected** flag in the **Score Inspector**. You can also enter other flags here such as Missing, Late, Incomplete, Exempt, and Absent.

To enter a comment for this student on this assignment, type a comment in the Comments box.

3. To fill in the entire Score column, you can click the vertical **Fill** arrow, and it will fill the entire column. When you receive a message saying **Fill Complete**, click **Ok**.

You will now see checkmarks for every student in that column. You can remove any checkmarks for students that did not complete the assignment.

4. Click **Save**.

Your Formative assignment is now scored.