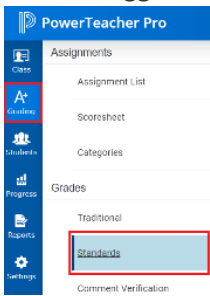# Reviewing Standards Scores at the End of Grading Period

1. Once logged into **PowerTeacher Pro**, click **Grading** from the left side bar and then click Standards.

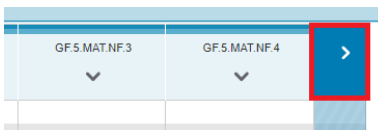2. Use your class picker to toggle between classes.

3. Once in a class, look for any ungraded standards. Scores or Codes will need to be entered on this screen for any empty scores. Click on the Score Inspector to enter scores on this page.

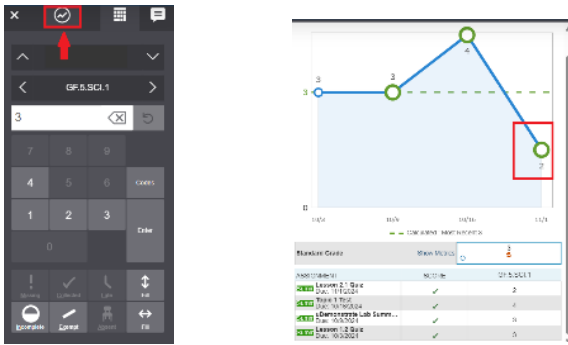Please Note: Whole class Scores using Codes should be consistent across the grade level.

An arrow at the end of the screen indicates that there are more standards on another page.

4. Review the scores that are calculated for all students on each standard. These are calculated by the last 3 scores given on Summative assignments for that standard. If less than 3 scores were entered, it will calculate the average of the one or two scores entered.

5. If you see a Professional Judgement Indicator icon listed next to a score, then click on that cell and then click on the Professional Judgement Indicator icon in the Score Inspector. This will display a graph of the student assignments and what they scored for each one. This will show you if the student all of a sudden scored higher or lower, which may or may not have impacted the score. If the score is calculated as a good representation of the student's skill level, you can leave the score as is. If not, you can change the score in the Score Inspector.
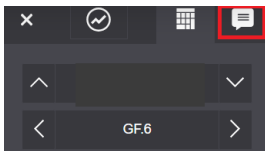
6. Once all standards have been scored, you will need to enter a comment for the class. Do Not enter scores in the trimester column. That is only for Traditional Scores. Instead, enter the comment in the overall Standards Comment column.

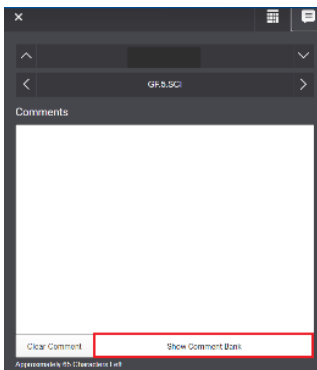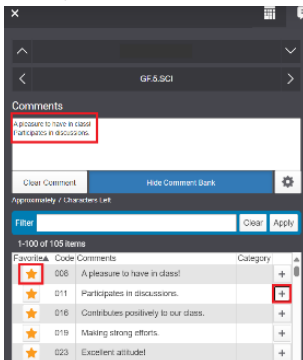7. Click on a cell to enter a column. To view the larger column text field and the Comment Bank, click the comment icon.
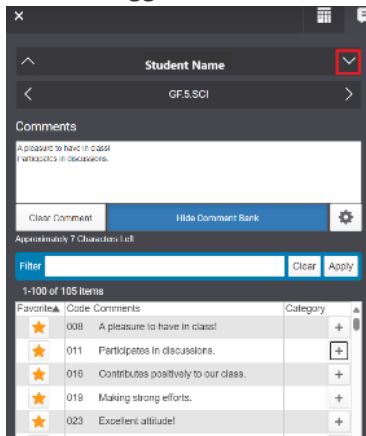

8. Enter a comment by typing it into the text box or click to select Show Comment Bank to choose from preloaded comments.

9. Click the star icon to the left of a comment to add it to your favorites, which will keep it at the top of the Comment Bank. Click the plus + icon to the right of a standard to add it to the text box. Once you have added the comments you want, click Save.
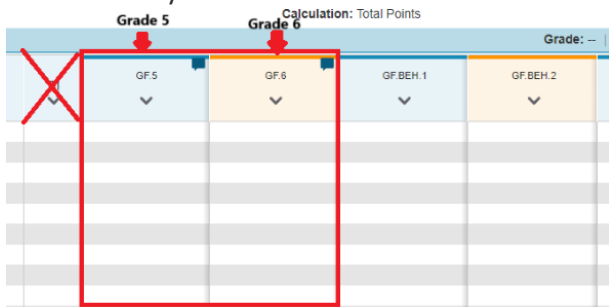
You can toggle between students by clicking the arrow icons in the comment screen.

For directions on using Bulk Comments to enter comments for multiple students at a time, please click this link: SAU19 Knowledge Base - Using Bulk Comments in PowerTeacher Pro.

10. Your Homeroom class is where you will enter Behavior and Work Habit grades as well as score standards for them. Be sure to enter your overall Behavior and Work Habit comments in the correct column.