Using the Scoresheet in PT Pro

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

When you select a course grade or score field on the scoresheet, the Score Inspector appears, and summary information for the assessment or grade appears above the scoresheet.

To view the Scoresheet:

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

2. Select the gear icon to sort your assessments by date. You can choose from **Show Assignments from Most Recent** or **Show Assignments from Least Recent**.
3. To view the scoresheet for a group of classes, (A) select the **Class Selector**, (B) select the **Groups** tab, then (C) choose the group (from among All Classes, Course groups, or Period/Day Groups).
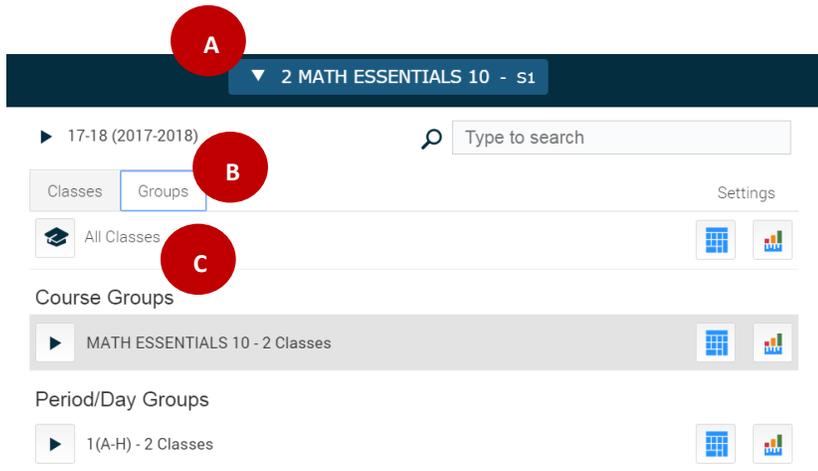
Use the Scoresheet Quick Menu to easily switch between the classes within the group.
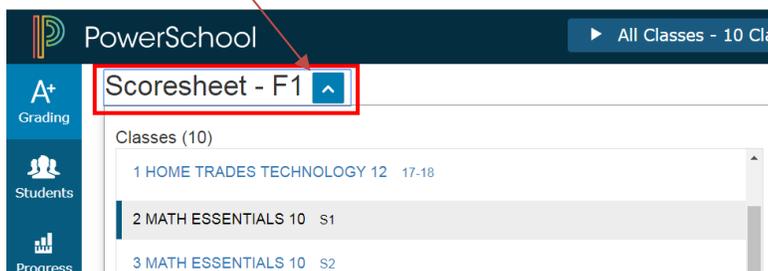
4. Locate the assessment you want to score, and enter the students' assessment scores in the Score column.
5. If outcomes are aligned to an assessment, enter the outcome scores by clicking on the assessment name.
6. Once the outcome scores are entered, click on the **Return to Scoresheet** link to easily return to the Scoresheet, and continue entering scores for other assessments.
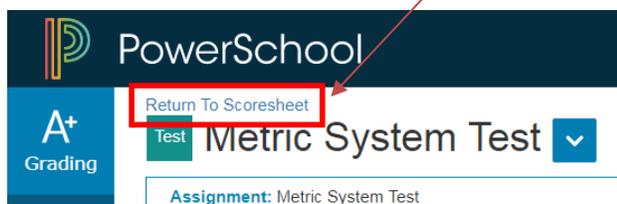
7. To change the term, make a selection from the **Reporting Term** menu in the upper right portion of the page.
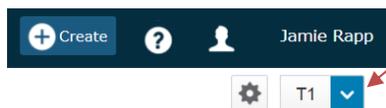
8. Click on the gear icon and select **Show Summary** to view details about your classes.
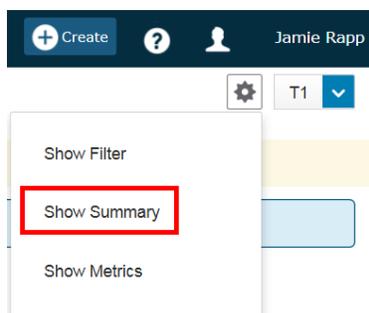
9. Select **Save** when you are done entering scores.

Metrics

Click on the gear icon and select **Show Metrics** to view metrics information for assessment scores and final grades.

The mean is the mathematical average of the scores you entered. The median represents the middle of all values: one-half of the scores will be above this number and one-half will be below it. The mode indicates the most common value.

All of these values are indicators of how well students do on assessments. If any one of them is unexpectedly low, it may be that students need additional practice on the skills and concepts being assessed, or the assessment needs to be revised.

Copy an Assessment

Select the gear icon, and then choose **Copy Assessments**.

Entering or Editing Scores

Entering a Score:

Click in a cell next to a student for a particular assignment and start typing or use the Score Inspector window.

Filling Scores:

Enter a score for a student and then click the desired Fill Score button (to fill any other cells with blank scores).
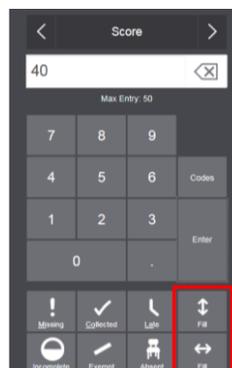
Clearing Scores:

Manually clear the value in one of the cells, then click the appropriate Fill Score button. Clear Scores Complete pop-up will appear.

Using Score Flags:

Click in a cell next to a student for a particular assignment to open the Score Inspector window, then choose the desired score flag/s.
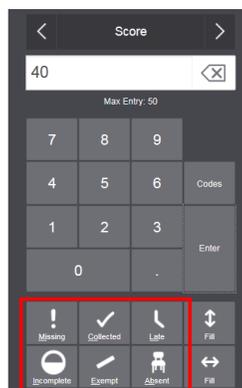
Entering a Comment:

Click in the box where the comment should be entered. The score inspector automatically opens to the right of the page. Start typing in the comment box, or click on the Comment tab. The personal comment bank is not a feature of PowerTeacher Pro at this time.