

PTP SBG Quick Ref

Creating Assignments

Entering Grades

Create

Assignment Name* Introducing My Kitten

Category* Select Category

Score Type Practice Assessment

Score + Extra Points + Weight

Score Type Collected Only

Standards tab, then choose standards for the assignment

You can choose when/whether to publish scores in the Publish tab

Assignment Standards Publish

Classes 1 Class: B(A) AP English Language & Composition

Show Selected Standards Add/Edit Standards

FILTER

N.20.APLG.1 - Analyze images, writing, and multimedia, identifying and explaining an author's use of rhetorical strategies.

N.20.APLG.2 - Respond to different writing tasks according to their unique rhetorical and composition demands, and translate that rhetorical assessment into a plan for writing. 根据不同写作任务所需的修辞手法和写作要求进行写作, 并将修辞手法的评估作为写作计划的一部分。

N.20.APLG.3 - Gain control over various reading and writing processes, with careful attention to inquiry (research), rhetorical analysis and synthesis of sources, drafting, revising/re-reading, editing, and review. 掌握多种阅读方法和写作过程, 仔细探究(搜集)资料, 修辞手法分析和信息整合, 初稿撰写, 修改/再读, 修订, 检查。

Publish Assignment Immediately

Publish Scores

Prac Introducing My Kitten

N.20.APLG.1 Analyze images, writing, and multimedia, identifying and explaining an author's use of rhetorical strategies

Grade Scale Type: (I - N)

STUDENTS (20)	SCORE (9/5/2018)	N.20.APLG.1	N.20.APLG.2
1. CHEN Kaijie, Rubio		E	N
2. CHEN Zihang, William		I	I
3. HE Hongxuan, Copper		P	P
4. HOU Yuze, Michael			

Late Has submitted assignment late AND has finally submitted a previously incomplete assignment

Incomplete Has not submitted an assignment

Collected Has submitted assignment on time

Don't use the other marks in the SCORE column – nothing bad will happen, but it's confusing for students and parents

Asse Introducing My Puppy

Assignment: Introducing My Puppy

Status: Not Collected Score Type: Collected Only Due: 9/5/2018

STUDENTS (20)	SCORE (9/5/2018)	N.20.APLG.3
1. CHEN Kaijie, Rubio		P
2. CHEN Zihang, William		E

Use the IEPAN marks in the standards columns.

A **PURPLE** mark means the score isn't counting in the final grade; a **BLACK** mark means it is counting. The color should be automatic based on assignment type; contact IT if not behaving as expected

I	E	P
A	N	

Viewing Student Progress

Grading > Grades > Standards shows you all students, their scores for each standard, and their overall course grade.

Grading > Scoresheet gives you a quick view of which students are missing assignments or habitually turning in late work – see the blue Incomplete marks and red Late marks.

Grades: Standards - S1

B(A) AP English Language & Composition

Class Grade: S1 Calculation: Standards Weighting

Grade Scale Type: (I - N) Grade: P | 3% | --

STUDENT (20)	S1	N.20.APLG.1	N.20.APLG.2	N.20.APLG.3	N.20.APLG.4
1. CHEN Kaijie, Rubio	P 3%	P			
2. CHEN Zihang, William	I 100%	I			
3. HE Hongxuan, Copper	N 1%	N			
4. HOU Yuze, Michael	N 1%	N			
5. HUANG Yixuan, Alison	A 2%	A			
6. LI Yijun, David	N 1%	N			
7. LIANG Yintian, Yuki	A 2%	A			

Scoresheet - S1

B(A) AP English Language & Composition

Class Grade: S1 Calculation: Standards Weighting

Grade Scale Type: (I - N) Grade: P | 3% | --

STUDENTS (20)	GRADE	INTRODUCING ... (9/5/2018)	INTRODUCING ... (9/5/2018)
1. CHEN Kaijie, Rubio	P 3%		
2. CHEN Zihang, William	E 4%		
3. HE Hongxuan, Copper	--		

Progress > Standards shows you grade distributions for each standard.

Getting Student Info

Standards Progress

AP English Language & Composition

STANDARDS

N.20.APLG.1 - Analyze images, writing, and multimedia, identifying and explaining an author's use of rhetorical strategies.

GRADE DISTRIBUTION (S1)

ASSIGNMENTS

Navigation

PowerTeacher Pro

Start Page

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Recommendations

sqlReports 5

sqlReports -

Report	Title
Incomplete Assignments E-mail Merge	Incomplete Assignments E-mail Merge
Incompletes Report for SH/ASA Supervisors	Incompletes Report for SH/ASA Supervisor
Past Referrals for Teachers	See Past Student Referrals
Student Demographics for Teachers	Student Emails
Student Test Summary for Teachers	Includes MAP, WIDA, course grade

Students > Standards Progress shows you one student's scores for all standards and lets you drill down further to see which assignment scores are determining their standard scores.

Home > sqlReports 5 has several reports that will give you student MAP and WIDA scores, email addresses, parent addresses, and more. This is also where you go to get a spreadsheet for an Incompletes or Not Yet mail merge.

CHEN Kaijie, Rubio - Standards Progress

N.20.APLG.1 Analyze images, writing, and multimedia, identifying and explaining an author's use of rhetorical strategies.

Grade Scale Type: (I - N)

STANDARDS	S1	ASSIGNMENTS	Y1
B(A) AP English Language & Composition			
N.20.APLG.1 - Analyze images, writing, and multimedia, identifying and ex...	P	1	P
N.20.APLG.2 - Respond to different writing tasks according to their unique...		0	

Report Cards Quick Ref

1) Review overall course grades and standard scores

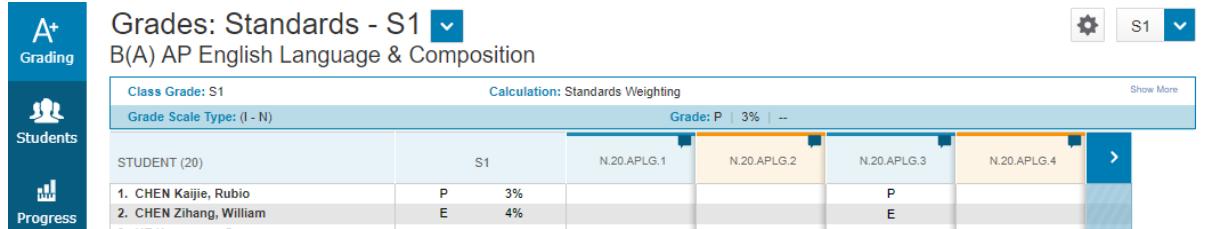
In the top-right make sure you're in S1 for S1 grades or Y1 for year-end grades.

Fear not the - it means a student recently got a score higher than the one listed. You might consider manually overriding their grade.



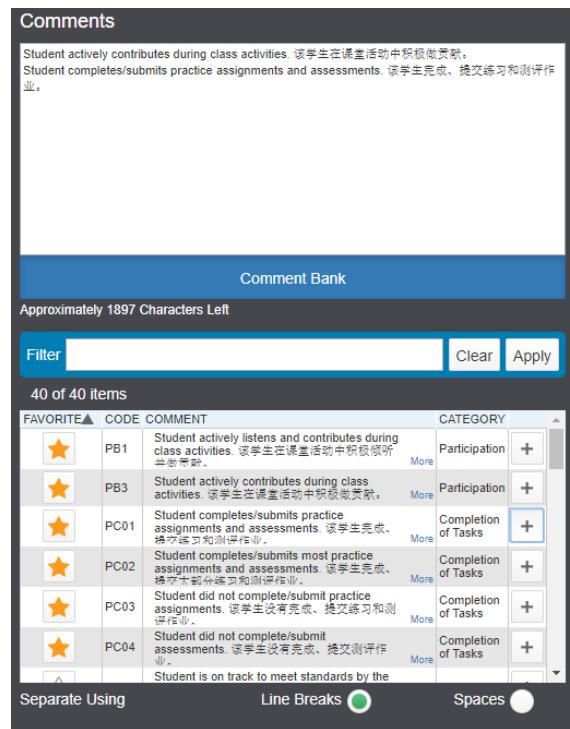
Class Grade: S1		Calculation: Standards Weighting		
Grade Scale Type: (I - N)		Grade: E 3.6% --		
STUDENT (20)	S1	N.20.APLG.1	N.20.APLG.2	
1. CAI Haoyu, Howard	E 3.6%	P	E	
2. CHEN Junlin, Jason	E 3.8%	P	E	
3. CHEN Ying, Olivia	P 2.9%	P	P	
4. HE Hanming, Vincent	A 2.3%	A	A	
5. HONG Ziyang, Renee	P 2.6%	P	A	

Go to **Grading > Grades > Standards**, which is the screen from where you submit final grades. It shows you all students, their scores for each standard, and their overall course grade.



2) Add comments for N, I and (optionally) other grades

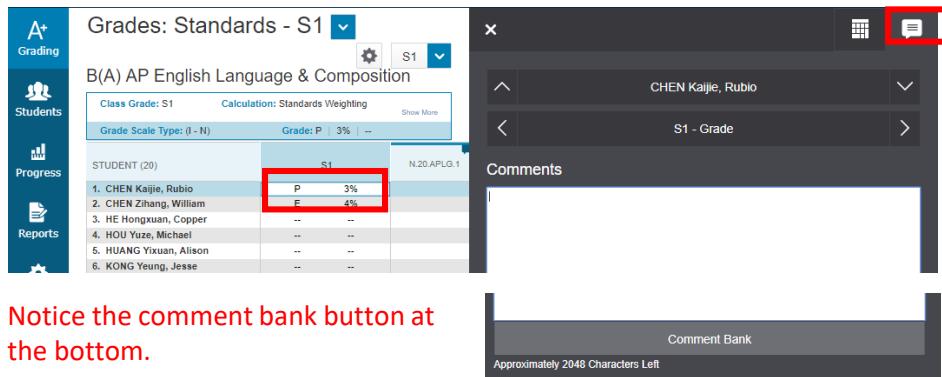
Click on the S1 (or Y1) grade for a student. Then click the box in the top right. You will be able to free-type a comment.



Click on the button in the comment bank to add a comment.

These comments are available in English and Chinese.

Comments may be separated onto different lines ([Line Breaks](#)) or the same line ([Spaces](#)).



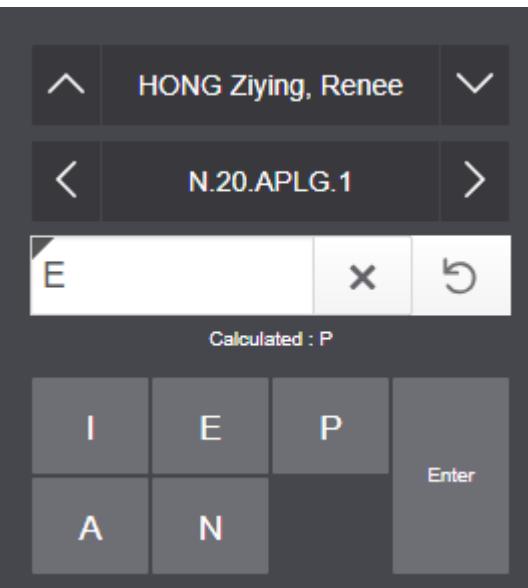
Notice the comment bank button at the bottom.

3) (opt.) Override grades

Click on a standard score or overall course grade and then choose a new one.

You will see the original Calculated grade and the new grade with a gray triangle.

The button will revert the grade to the Calculated grade.

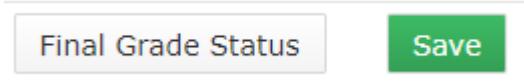


The grey triangle indicates a grade has been manually overridden. Both standard scores and overall course grades may be manually overridden. The stay so until reverted by the teacher.

4. HE Hanming, Vincent	A	2.3%	A
5. HONG Ziyang, Renee	P	2.6%	E
6. HONG Yiyue, Tina	A	2.4%	A

4) Indicate Final Grade Status

Look for this button at the bottom.



Check the box, add an optional comment and Save.

