

PowerTeacher Web Gradebook

Marking assignments as late, exempt, or missing with or without score value in your PTWGB Scoresheet.

If you want these marks to have no score value:

Option 1:

- > To mark an assignment as late with no score value, click the score field for a student and enter Lt.
- > To mark an assignment as exempt with no score value, click the score field for a student and enter Ex.
- > To mark an assignment as missing with no score value, click the score field for a student and enter Mi.

Option 2:

- > Right click (or hold Apple/Command key down while clicking) score field for a student.
 - > Choose Collected, Late, Exempt, or Missing.
- These marks will have no score value and will not affect the students' grades

If you want these marks to have a score value:

Option 1:

- > Select an assignment.
- > Tools > Fill Scores

Option 2:

- > Select an assignment.
- > Right click (or hold Apple/Command key down while clicking) score field.
- > Choose Fill Scores.

Then:

- > Choose whether you want to only Fill Empty Scores for the selected Assignment or Replace All Scores for the Selected Assignment.
- > Choose the Scoring Type you want.
- > Fill in the score that you want these marks to have.
- > Add comments if you desire - either your own or from the Comment Bank
- > OK

Depending on your first choice in this window, all the students' score fields who did not have a score for that assignment (Fill Empty Scores for the Selected Assignment) or all students' scores (Replace All Scores for the Selected Assignment) will show the Scoring Type and it will have the value of the score you entered in the Score box.

- > When you Save, the students' grades will be affected by the score you just entered for that assignment.

Currently, the list of these Scoring Types (late, missing, exempt, collected) is not customizable.

We cannot add to or delete from these four choices. We also cannot assign a default value to the Scoring Types; that must be done on an assignment to assignment basis, as described above. I have submitted a request to PowerSchool for this enhancement.