

Score Inspector for PowerTeacher Pro

From the PowerTeacher Pro Help Center

Enter Scores and Comments

While you can enter scores or grades directly on the scoresheet, use the Score Inspector to provide more details about the student's performance. Identify if an assignment is missing, if it was received late, if it was collected but hasn't been scored or graded yet, if a student is exempt from completing an assignment, if the student didn't complete an assignment because he was absent, or if it is incomplete for other reasons. Also use the Score Inspector to enter a comment about a student's score or grade.

1. Comments

As you enter assignment scores or final grades, use comments to record specific details about student performance. Add comments manually or choose comments from the Comment Bank.

To enter comments manually:

1. Select the text field at the bottom of the Score Inspector, or select the Comment icon on the Score Inspector and select the larger text field.
2. Enter comment text. A comment icon appears in the table for the selected field, indicating that a comment exists for that score or grade.

To select comments from the Comment Bank:

1. Select the Comment icon on the Score Inspector.
2. Select the Show Comment Bank button.
3. Select the gear icon, and then choose which Comment Bank you want to appear, either the district comment bank or your personal comment bank. You can also choose if you want comments separated by a line break or a space. Click Manage Options to open the Comment Bank page.
4. To limit the comments that appear in the Comment Bank, enter information in the Filter field and then select Apply.
5. Select the star next to a comment in the bank to set it as one of your favorite comments. You can then sort the list to display your favorite comments at the top of the list.
6. Select the Plus (+) next to one or more comments you want to add to the score. A blue Comment icon appears in the student's score cell. Click the icon to read the comment.
7. Click Clear Comment to remove the comment from the score.

2. Navigation

Use the arrow buttons to navigate to a different student, or to a different score or grade column.

3. Score/Grade

Enter the score or grade in the field, or select the score or grade using the keypad. Select the < or x button to the right of the score or grade to remove it.

When you modify a final grade, the original calculated grade appears on the Score Inspector directly under the grade input field. A black triangle appears in the upper left corner of the grade, indicating that it has been modified from the original calculation. Select the Undo button to revert to the original calculated grade.

The screenshot shows the Score Inspector interface. At the top, there is a close button (X) and a grid icon. Below this is a dropdown menu showing 'Standard 3 Test'. A 'SCORE' button is visible. A text input field contains '91' with a 'Max Entry: 95' label and a clear button (X). Below the input field is a numeric keypad with digits 0-9, a decimal point, and an 'Enter' button. To the right of the keypad is a 'Codes' button. Below the keypad is a row of icons: 'Missing' (orange exclamation mark), 'Collected' (green checkmark), 'Late' (red clock), 'Fill' (blue double arrow), 'Complete' (blue circle), 'Exempt' (purple circle), 'At' (green circle), and 'Fill' (blue double arrow). A large text area for comments is at the bottom, with a 'Approximately 4000 Characters Left' indicator. Numbered callouts 1 through 6 point to various elements: 1 points to the close button, 2 points to the 'SCORE' button, 3 points to the text input field, 4 points to the 'Codes' button, 5 points to the 'Complete' icon, and 6 points to the 'At' icon.

The screenshot shows the Score Inspector interface for a student named 'Blackfire, Joseph'. It displays a dropdown menu for 'Q2 - Grade'. Below this is a text input field containing '0' with a clear button (X). Below the input field is a text input field containing '81' with a percentage sign (%) and an 'Undo' button (curved arrow). At the bottom, it says 'Student Grade Scale'.

4. Special Codes

Default special codes are:

- INC (Incomplete)
- ABS (Absent)
- MIS (Missing)

5. Grade/Score Flags

Select a flag on the Score Inspector to add it to a grade or score. You can also use hot keys, indicated by the two underlined letters below each flag in the score inspector, to add the flag from your keyboard. The flags do not automatically enter points into the gradebook, they are meant to communicate with the student and families. “Exempt” can be used to show a score without that score calculated into the final grade.

Note: If you have special codes that coincide with the hot keys (for example, ABS for absent), you must enter the full special code in order for it to appear in the score field. See the list of hot keys below.

6. Fill Grades, Scores, or Comments

Use the Fill functions to either fill grades or scores for one final grade, or one assignment, for all of the students in a class, or to fill all final grades or all assignment scores for just one student.

Flag or Icon	Description
	Indicates that an assignment was collected
	Indicates that an assignment is late
	Indicates that an assignment is missing
	Indicates that an assignment is exempt
	Indicates that an assignment wasn't completed due to the student being absent
	Indicates that an assignment is incomplete

Hot Keys

Use keyboard shortcuts, or hot keys, to enter score flags quickly. Press **Enter** to view the indicator in the cell.

Hot Key Code	Description
Co or (.)	Marks an assignment collected.
La or (*)	Marks an assignment late.
Mi or (/)	Marks an assignment missing.
Ex	Marks an assignment exempt.
Ab	Marks an assignment incomplete due to student absence.
In	Marks an assignment incomplete.