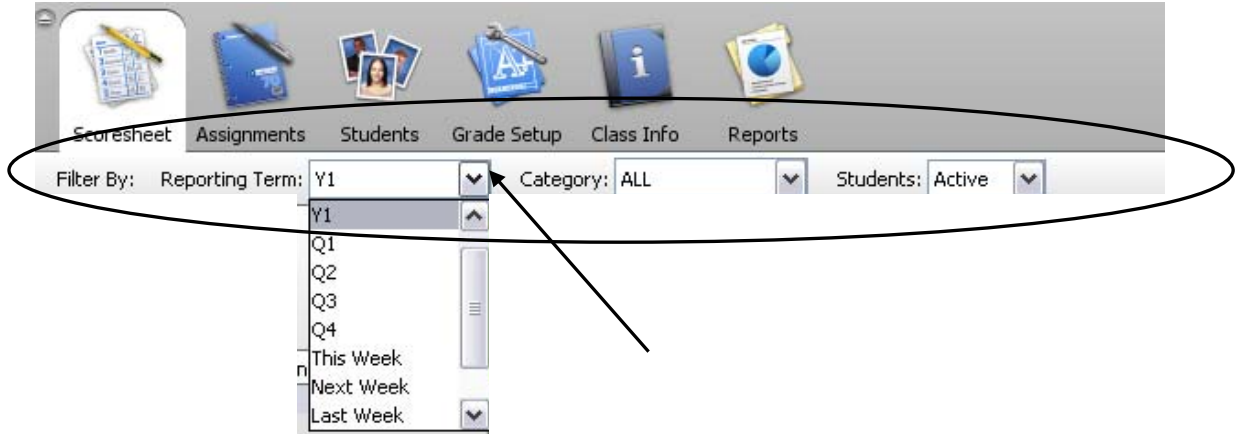
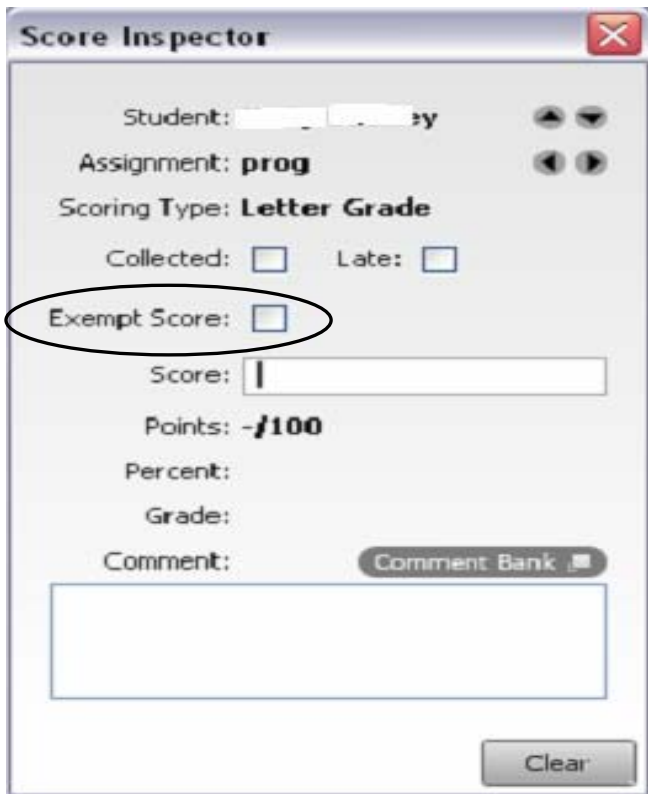


Important Functions in PowerSchool Gradebook

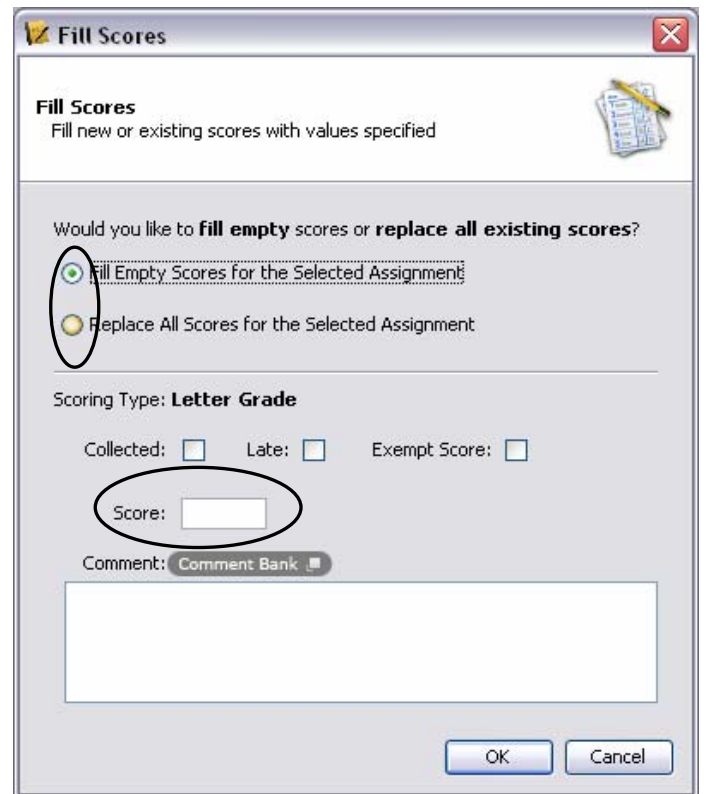
- **Filters:** At the top of the Gradebook, there are different types of filters, which will change the way you view the current class you have selected. You are able to view the class by different Reporting Terms, Categories, and Active/Dropped Students.



- **Score Inspector:** This provides you an easy way of moving from student to student and assignment to assignment to grade students as well as mark assignments exempted, late, or collected within your Gradebook.

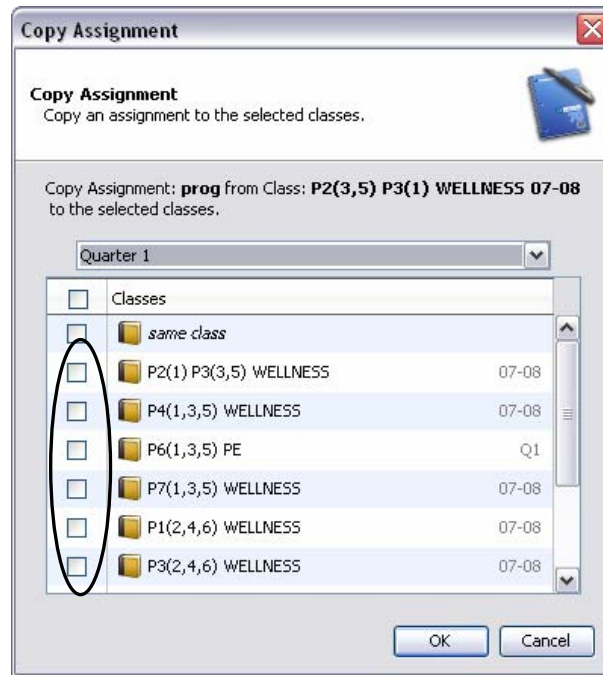


- **Fill Scores:** Go to the Tools Menu at the top of the page, and select Fill Scores. You can choose to Fill Empty Scores or to Replace Existing Scores for the selected assignment.

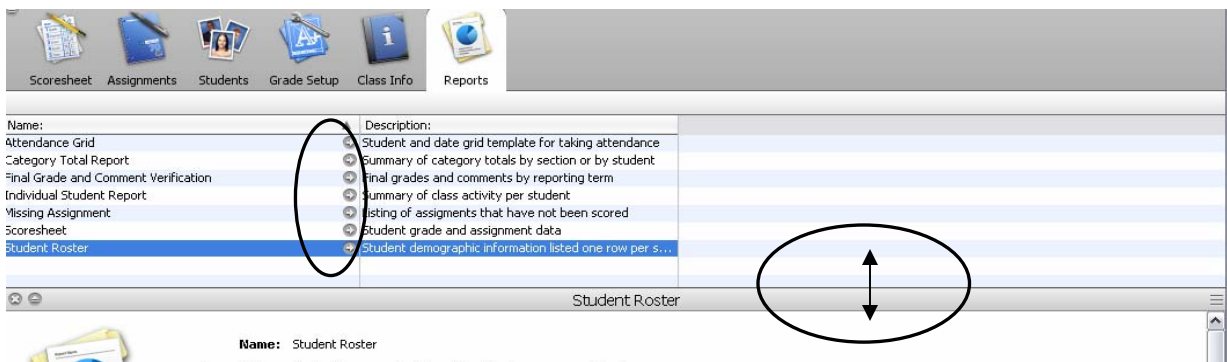


Important Functions in PowerSchool Gradebook

- **Copy Assignment**: Select the assignment in one of your classes that you want to copy to another class. Go to the Tools Menu, and select Copy Assignment. Check the boxes of the classes you want to copy the assignment over to. Click OK to accept.



- **Printing Reports**: There are two places to print reports.
 1. Click on the Reports Tab in the PowerTeacher Gradebook for Reports to print.
 - If options for printing reports doesn't show, click on the arrow next to the name of the report.
 - If options are still not showing, you may need to display the screen by click on the border and dragging it upwards.



2. Click on the Printer Icon to display the reports available thru PowerTeacher.