

Scoresheet

- Using the **Scoresheet page**, you can **score assignments**, 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 assignment or grade appears above the scoresheet.
 - **Note:** If the reporting term or class is locked, you are unable to make changes to final grades (included final grade recalculation) and assignment scores.


Entering Scores in Scoresheet:

1. On the menu bar, select **Grading**, and then select **Scoresheet**.
2. Click **Show Assignments from Most Recent** to sort assignments by date.
 - To **view the scoresheet** for a group of classes, choose the group from the **Class Selector**, then use the Scoresheet **Quick Menu** to easily switch between the classes within the group.
3. **Locate the assignment** you want to score and enter the students' assignment scores in the **Score Column**.
 - If **standards** are aligned to the assignment, enter the **standards scores** in the **standards columns**.
4. Use the **arrow keys** on your keyboard or the **arrows** at the top of the **Score Inspector** to move to different score cells.
5. To **change the term**, make a selection from the **Reporting Term** menu in the upper right portion of the page.
 - Use the **summary area** to view details of the grade scale and calculation formula.
6. Click the **assignment name** in the column heading to view a **single assignment** on the **Scoresheet**.
 - If you want to **see more** students on this page, use the **View selector**.
7. Click **Save** when you are done entering scores.


Metrics:

- Below the summary section on this page you can view **metrics information** for assignment 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 assignments.
- 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.
- You can select the **gear**  to **show or hide** the **metrics** on the page.

Copy an Assignment:

- Click the **gear** , and then choose **Copy Assignments**.
- **Copy** Scores and Grades
- Click on an **assignment** or **score column** header to **copy and paste** scores or grades to a different column for the same class and reporting term, or for a different class or reporting term.
- Each **grade or score is pasted** in the **destination column** for the appropriate student, regardless of the sort order of the list of students or how many students are in both columns.

Student Grade Scales:

- If enabled by the district administrator, you can assign **student grade scales** that differ from the class grade scale.
- When a student has a **student grade scale** assigned, an **orange triangle** appears next to the student name on the scoresheet.

Auto-Calculate Assignment Standards Scores:

- You can select if you want the assignment score to **auto-calculate** the standards scores.
 - Select an assignment name on the **Assignments** page or the **Scoresheet**.
 - On the **Standards** tab of the **Edit Assignment** dialog, select the **checkbox**
 - If you want the assignment score to **auto-calculate** to standards scores.

Class Grade: Q4	
Grade Scale Type: (A - D)	
STUDENT (48)	
1.	Auger, Alighiero
2.	Bellucci, Hsin
3.	Carrasco, Adolfa
4.	Chien, Miguel
5.	Cormier, Ursula
6.	Crespo, Faiza
7.	Davignon, Chung
8.	Espinoza, Ambra
9.	Farrior, Maurelle
10.	Kanaan, Triana.
11.	Lambert, Douglas

Auto-Calculation Scenarios:

- If **no calculation** preferences are set:

Standards Scenario	Alphanumeric Scale	Numeric Scale
Using assignment standard scores to calculate the final standards grade	Uses values and cutoffs to calculate the final standards grade. Every letter has a grade value. The scores are calculated to a grade value, then the cut-off is used to determine the final grade.	Numeric scales with no decimals or with extra decimals use numeric value and numeric cutoffs to calculate the standards grade. Or, the scale uses ratios if the PowerSchool administrator has set the grade scale conversion into the numeric scale to use ratios. For example, 9/10 -> 3 cut-off, 9/10 -> 3.3 ratio). For credit in between whole numbers, the cut-off is the discrete value. Numeric scales with decimals use basic numbers with no special values.

- If preference is **set to calculate** the higher-level standards grades from lowest level standards grades:

Standards Scenario	Alphanumeric Scale	Numeric Scale
Auto-calculate higher level standards grades from lower level standards grades that all have the same grade scale.	Uses values and cut-offs to calculate the final standards grade. Every letter has a grade value. The score values are calculated to a higher-level standard grade value, then the cut-off is used to determine the final grade.	Numeric scales with no decimals or with extra decimals use numeric value and numeric cutoffs to calculate the standards grade. Numeric scales with decimals use basic numbers with no special values.
Auto-calculate higher level standards grades from lower level standards grades when some have different grade scales scale.	Uses values and cutoffs to calculate the final standards grade. Every letter has a grade value. The score values are calculated to a higher-level standard grade value, then the cut-off is used to determine the final grade.	Uses the grade value and cut-off to use the values and cutoffs grading method.

- If the preference is set to allow assignment scores to **auto-calculate** the assignment standards scores:

Standards Scenario	Alphanumeric Scale	Numeric Scale
Auto-calculate standard scores from assignment scores.	Uses values and cutoffs to calculate the standards score. Every letter has a grade value. The cut-off is used to determine the assignment standards score.	Uses values and cutoffs to calculate the standards score. Every numeric grade has a percent value. The cut-off is used to determine the assignment standards score.