

# Entering Your Final Grades in the Gradebook

# Wilmette Public Schools District 39 QuickStart Guide

1. Go to the following URL:  
(This can be done on any computer with an Internet connection)

<https://ps.wilmette39.org/teachers/pw.html>



2. Enter your Username and Password and select Enter

Username:

Password:

3. From your Start Page, click on Gradebook

PowerTeacher School: McKenzie School Term: 08-09 Year

- Start Page
- Daily Bulletin
- Staff Directory
- Meals
- PowerTeacher
- Gradebook**
- Reports

### Current Classes

AM(A)	AM attendance					
PM(A)	PM attendance					
M(A)	Math 3					

4. Click on Launch Gradebook

PowerTeacher School: Wilmette Junior High School Term: 08-09 Year

- Start Page
- Daily Bulletin
- Staff Directory
- Meals
- PowerTeacher
- Gradebook**
- Reports

### PowerTeacher 1.1 Gradebook Launch

**New! v1.1** Power Teacher 1.1 has over 40 key enhancements. Thousands of teachers and dozens of administrators provided detailed feedback, and Pearson is listening. Thanks to the feedback of teachers like you, this release incorporates the most commonly requested items.

- For a complete list of new features in version 1.1, please click here.
- Click here for a list of PowerTeacher Quick Entry Tips.

If the launch button failed to open PowerTeacher gradebook, click here to further assess the problem.

#### Online Training

Online training is available for PowerTeacher Gradebook users. Use the following links to access online training.

- Extension Training Library

5. Click OK

Opening launchGradeBook.jnlp

You have chosen to open

launchGradeBook.jnlp  
which is a: Java Web Start file  
from: <http://pt.wilmette39.org:7880>

What should Firefox do with this file?

Open with

Save File

Do this automatically for files like this from now on.

# Entering Your Final Grades in the Gradebook

Click on the period you want to enter grades for.

The screenshot shows the PowerTeacher Gradebook interface for Ronald Sheade at Wilmette Junior High School. On the left, a 'Classes' sidebar lists 'Current Classes (R1)' including AM(A) AM attendance, PM(A) PM attendance, H(A) HOMEROOM, P1(A) SCIENCE, P3(A) SCIENCE, and P4(A) SCIENCE. The main window displays a grid with columns for 'Students (25)' and '(Q1) Final ...'. A student named 'Armstrong, Ann' is highlighted in the student list, and an arrow points from the text 'Click on the period you want to enter grades for.' to the 'Q1' column header.

Double click on the final grade box for the student you want to enter the final grade for

Check the manual Override box.

Enter your grade for the student.

Click Close.

The 'Score Inspector' dialog box is shown, displaying details for student 'Ann Armstrong' in 'Reporting Term: Q1'. The 'Manual Override' checkbox is checked. The 'Percent' field is set to 0, and the 'Grade' field contains 'A'. The 'Points' field is 'n/a'. At the bottom, there are 'Clear' and 'Close' buttons. An arrow from the text 'Click Close.' points to the 'Close' button, which is circled in red.

The grade you enter here will show up in your report card.