

## **NOTES ON THE EXAM BUCKET IN POWER TEACHER GRADE BOOK**

The intent of this document is to address inquiries about the “exam bucket” in Power Teacher grade book. Here is a sample of questions that has come to the attention of NWOCA personnel.

1. We give exams before Christmas but our exam bucket is set up after Q2 for Jan 12 and 13. Teachers want to put the exam grade in over Christmas break, how do we do that?

***You have to create an “assignment” for the exam. You click on your reporting term tab in PT grade book and select E1 (see screen shot below). When you create the exam assignment don’t use the default date, make sure you use a date that falls in the date range of your exam bucket. Once you create it properly, you can enter the grade. If you don’t get them all graded by the end of the exam bucket date range, no problem, you still can input up to 30 days after the quarter ends like you can any other grades. Or until you administrator says we are done storing grades.***

2. We are now in our exam bucket date range. Our bucket date range is Dec. 20-22. I have teachers who want to give another Q2 assignment, but when they created it for Dec. 20, it put the assignment in the E1 folder or term. What do I do?

***Delete the assignment from the E1 folder. Open up Q2 reporting term. You simply back date the assignment; don’t use a date in the exam bucket date range for Q2 assignments. The exam bucket date range is for the exam only. For some schools the date range is simply one day. Other schools set up it for 2 days, some even used 3 days. The minimum for functionality is one day.***

3. We have a policy whereby if students get A’s for Q1 and Q2 and have met attendance requirements, they don’t have to take the exam, but the student is going so have a “blank grade entry box” once I build the exam assignment. Won’t this cause his final grade to calculate incorrectly?

***Nwoca has validated in a test data base that by right clicking on that student’s exam assignment grade entry box, and using the “score inspector” to enter “exempt”, the S1 grade becomes a true average of Q1 and Q2 even though a school might have term weights set up to be like 40-40-20. I also let the grade entry box be a “blank” to see what happens if no exam score is put in or no exempt code, and that too seems to be a true average of Q1 and Q2. I am NOT RECOMMENDING leaving it blank as our training material associated with grade book training told us to use “exempt” when you did not want the point total to be reflected in the total assignment points nor the students accumulated points to include that assignment. Even though “blank” works, we do not recommend the teacher use the score inspector to enter the “exempt”. S1 grades and GPAs are just way too important to try something not clearly supported in documentation and find later that some schools had calculation problems. We recommend that schools stay on the side of caution as it does not take that long to right click and enter “exempt.”***

A screen shot follows to visually reinforce the above comments.

Reporting Term gets set to E1 to create your exam assignment in the appropriate date range. You can see where “exempt” was entered 3 times, the 8, the 75 and then (blank) as the EX shows up in one box because that one was blank. If you put in “exempt” where there was a score, it makes the score italic and does not count it.

Reporting Term: E1		Mode: Assignments		Final Grades		Student View	
E1 Not Started		Sem Exam 01/10/2012 pts: 100					
Students (... (E1) Final Grade							
own, S...	A	98%	98/100	98			
enner, ...	B+	87%	87/100	87			
sk, Re...	F	56%	56/100	56			
earhart...	--	--	--	8			
andy, ...	B+	88%	88/100	88			
antz, M...	F	45%	45/100	45			
eadley,...	--	--	--	Ex			
eadley,...	B+	87%	87/100	87			
ll, Abigail	F	56%	56/100	56			
nkle, El...	C+	78%	78/100	78			
oward,...	A	98%	98/100	98			
ackson,...	D	65%	65/100	65			
iDuke, ...	C+	78%	78/100	78			
man, ...	A	96%	96/100	96			
ocherm...	--	--	--	75			
utzfeld...	F	34%	34/100	34			
rrish, ...	D+	67%	67/100	67			
hneide...	B+	87%	87/100	87			
ebenal...	A	96%	96/100	96			
oll, Sy...	C	75%	75/100	75			
ertma...	B	86%	86/100	86			
hite, S...	F	45%	45/100	45			