



Using the Mass Fill Feature In PowerTeacher

By Stacy Smith



Using Mass Fill

1. Open your Grade book
2. Select the class that you want to enter grades for.
3. Check to make sure you are entering grades in the correct quarter.

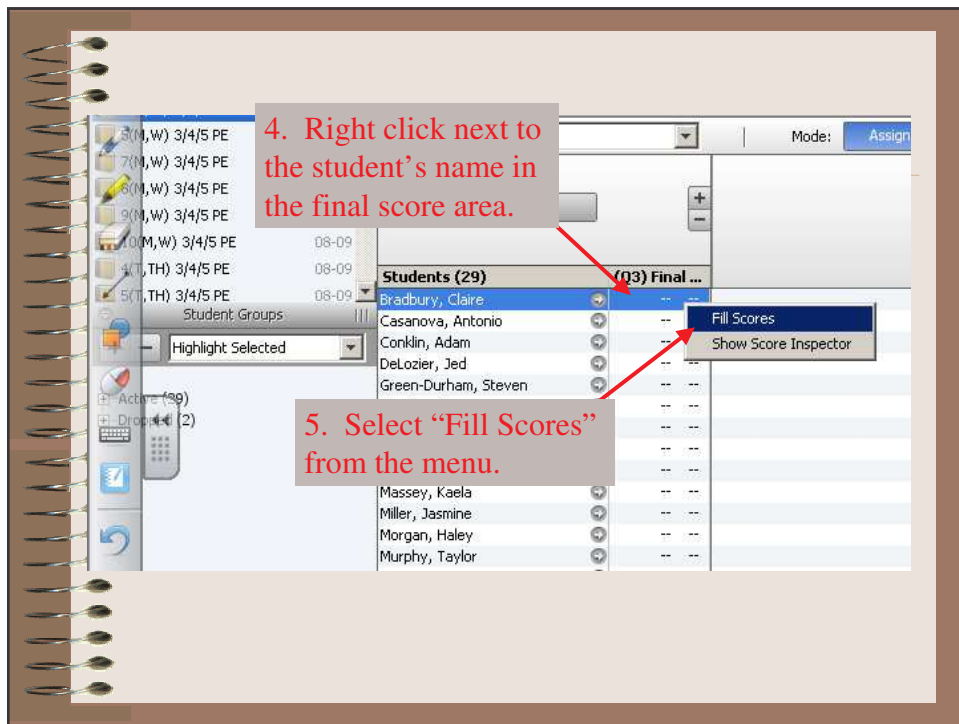
The screenshot shows a software interface with a 'Classes' section on the left and a 'Reporting Term' section on the right. The 'Classes' section has a list of classes, with '4(M,W) 3/4/5 PE' selected. A red arrow points from a text box to this selection. The 'Reporting Term' section has a dropdown menu set to 'Q3'. A red arrow points from a text box to this dropdown. Below the dropdown is a 'Q3 In Progress' button. At the bottom, there is a table with columns for 'Students (29)' and '(Q3) Final ...'. The table contains several rows of data, with some cells containing '---'.

2. Select Class

3. Double check which quarter you are entering grades for.

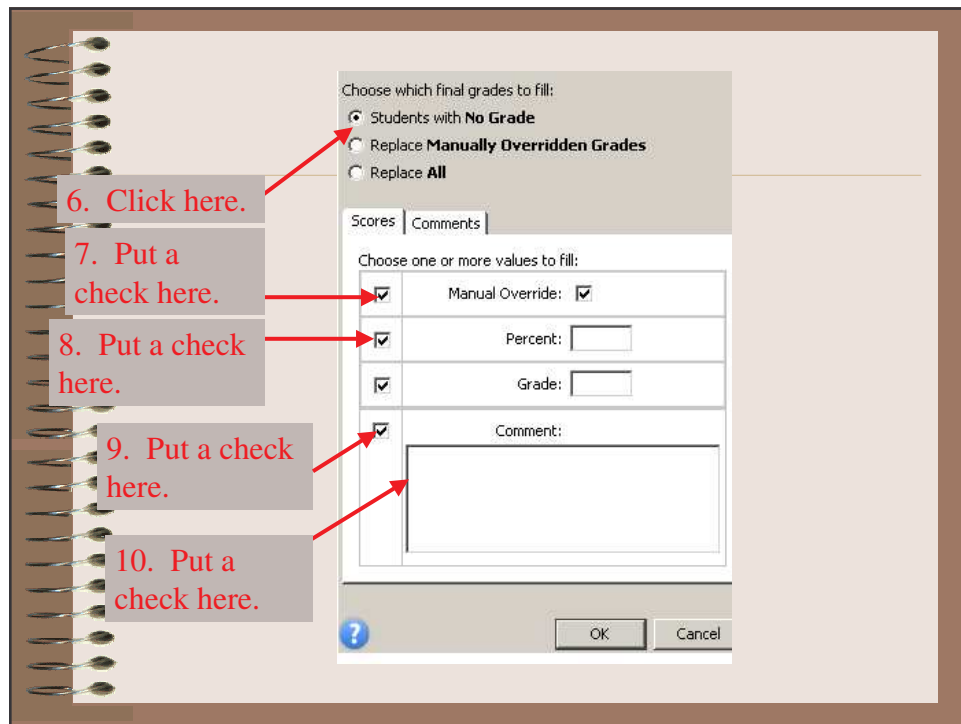
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4. Right click next to the first student's name.
5. Select "Fill Scores" from the menu.



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6. Click on "Students with no grade."
7. Put a check next to "Manual Override"
8. Put a check next to "Percent"
9. Put a check next to "Grade"
10. Put a check next to "Comment"



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10. In the “Percent” area you have to put a zero.
11. In the “Grades” area put the skills grade
12. In the “Comments” area put the participation and behavior grade
13. Click “OK”

Skill: 1, Needs Improvement	Behavior: 1, Needs Improvement
Skill: 2, Satisfactory	Behavior: 2, Satisfactory
Skill 3, Advanced	Behavior: 3, Advanced

Participation: 1, Needs Improvement
Participation: 2, Satisfactory
Participation: 3, Advanced

The screenshot shows a 'Mass Fill' dialog box with the following elements and annotations:

- Choose which final grades to fill:**
 - ☒ Students with **No Grade**
 - ☐ Replace **Manually Overridden Grades**
 - ☐ Replace **All**
- Scores | Comments** (tabbed interface, 'Comments' is active)
- Choose one or more values to fill:**
 - ☒ Manual Override: ☒
 - ☒ Percent: (Annotation 10: Must be zero.)
 - ☒ Grade: (Annotation 11: Skills Grade)
 - ☒ Comment: (Annotation 12: Participation and Behavior Grades)
- Buttons:** ? (help), OK (Annotation 13: Click "OK"), Cancel

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13. The scores and comments will be inserted for all the students.
14. If you want to change one you right click in the Final Grade column next to that child's name.

13. Scores and comments are inserted for all students.



The screenshot shows a table with student names in the first column and scores in the second column. A red arrow points to the first row of data.

	(Q3) Final ...
Hensle	2
Irvin, k	2
Kohpa	2
Marlow	2
Masse	2
Miller, .	2
Morgan	2
Murphy	2
Nichols	2
Ortiz, f	2
Osen,	2
Osteer	2
Parra,	2
Powell,	2
Price, f	2
Reese,	2

14. If you want to change a student's grade right click here.

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15. Choose "Show Score Inspector" from the menu.



The screenshot shows a table with student names in the first column and scores in the second column. A context menu is open over the first row, showing options like 'Fill Scores' and 'Show Score Inspector'. A red arrow points to the 'Show Score Inspector' option.

Students (29)	(Q3) Final ...
Bradby	2
Casan	2
Conklor	2
DeLozi	2
Green	2

15. Choose "Show Score Inspector"

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16. Put a check next to “manual override”
17. Change the “Grade” to the desired Skills grade.
18. Change the “comment” to the desired comment.
19. Click “Close”

The screenshot shows a web form titled 'Reporting Term: Q3' with two tabs: 'Score' and 'Comment'. The 'Comment' tab is active. The form contains the following fields and controls:

- Manual Override:** A checkbox that is checked. A red callout box labeled '16. Put a check here.' has an arrow pointing to this checkbox.
- Percent:** A text input field containing the value '0'.
- Grade:** A text input field containing the value '2'. A red callout box labeled '17. Put Skills grade here.' has an arrow pointing to this field.
- Points:** A text input field that is empty.
- Comment:** A large text area for entering a comment. A red callout box labeled '18. Put new comment here.' has an arrow pointing to this area.
- Buttons:** At the bottom right, there are two buttons: 'Clear' and 'Close'. A red callout box labeled '19. Click here to save changes.' has an arrow pointing to the 'Close' button.
- Help:** A blue question mark icon is located at the bottom left of the form.

A graphic of a spiral-bound notebook with a brown cover and a light beige page. The spiral binding is on the left side. The title 'Using Mass Fill' is centered at the top of the page, followed by a horizontal line. Below the line are two numbered list items.

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20. This only changed that student's score and comment.
21. You can use the same process to add additional comments to a particular student.