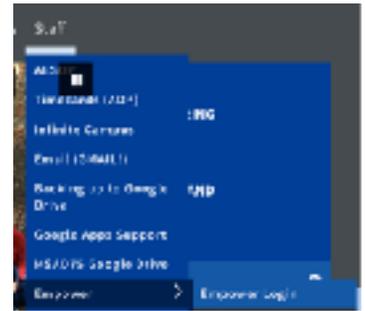
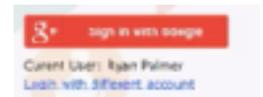


Scoring a Learning Goal in Empower

Go to the new High School website.
Hover your cursor over the Staff drop-down menu, then the word Empower and finally click on the words 'Empower Login.'



Start by logging into your Empower account using your "School-Issued" Google account. It is imperative that you NOT be logged into your personal Google account before logging in.



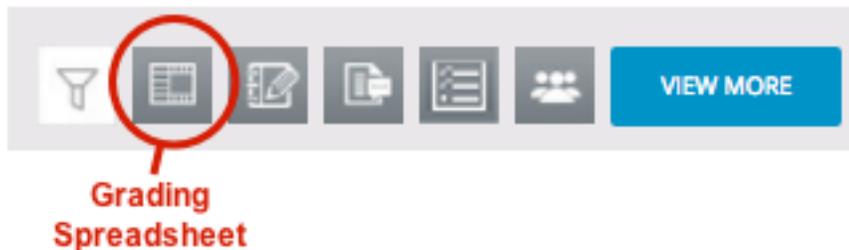
You will see a list of all your class sections in the main body of the page. As you hover your cursor over each class you will see a toolbar of icons appear to the right.

(Note: if the browser window you are viewing is too narrow to display the entire toolbar there will be an icon there with three dots displayed. Clicking this icon will display the toolbar as a pop-up window.)



Click on the Grading Spreadsheet icon which is the second from the left.

(Note: As you hover your cursor over each icon, a small box will display the name of the icon.)



First, decide what you are grading.

Select the Content Area.

Select the Topic(s) you wish to score.

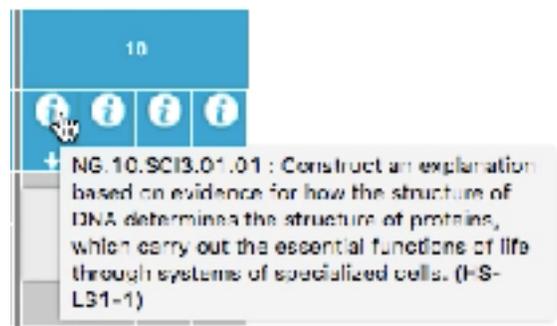
A spreadsheet for each topic will be displayed.



Select the grade level(s) that are associated with the Learning Goals you wish to score using the scoring palette.

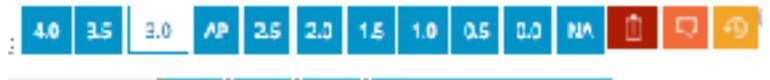


The Grading Spreadsheet has some similar tools and behaves similarly to the Goal Browser. For instance, when you hover over the  icon a box will appear displaying the learning goal for that column. If you click the  icon, you will see the Learning Goal File Cabinet displayed where you will eventually view the scale and other learning opportunities for that Learning Goal.

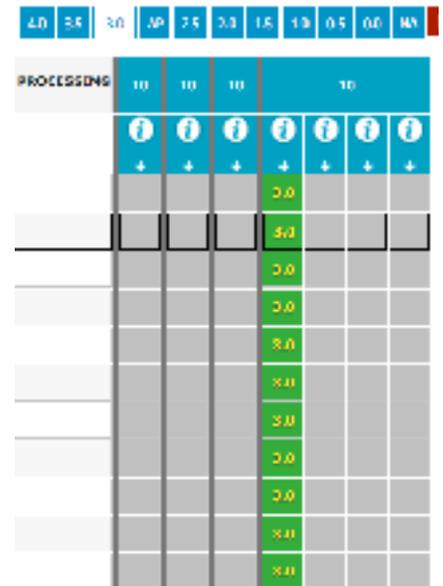


Find the Learning Goal you wish to score.

Select a score from the grading palette at the top of the window and then click on any of the boxes where you want to enter that score.



Hint: If you knew that most students in the class were going to receive the same score, say a “3”, you can save yourself a bunch of clicks by first selecting “3” from the scoring palette and then clicking the ↓ in order to fill in the entire column with that score. You would then go back and only change the few scoring boxes that did not get that score.



Deleting scores is just as simple as giving a score; simply click on the trash can and then click in any box or boxes you wish to delete the score for.

