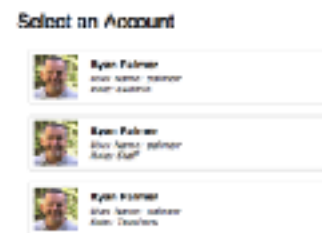


Scoring a Learning Goal in Empower

NOTE: IN ORDER TO BE ABLE TO VIEW YOUR ENTIRE ROSTER OF STUDENTS AND/OR ALL OF YOUR LEARNING GOALS, MAKE SURE YOU HAVE SCROLLBARS ALWAYS SHOWING IN YOUR SYSTEM PREFERENCES. SEE PREVIOUS SET OF INSTRUCTIONS.

- 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 by clicking the red "Sign in with Google" button. (It is imperative that you NOT be logged into your personal Google account before logging in.)
- You may also need to select which Google account you wish to use if you have more than one. Always select your school-issued Google account by clicking on it.
- You may also see a window where you will need to allow Google to be able to view, access, and manage files between your Google Drive and Empower. Click Allow.
- A window may appear where you'll select an account. Click on "Teachers".
- There are three linked tabs that allow you access to the three main parts of Empower 3.0. Click on the Scoring tab in order to score a learning goal.
- Use the "Select a Class/Group" drop-down menu to select the course section you wish to score. Then, select the gradebook that has been created for that course.





9. You should now see a spreadsheet-looking page with your class roster in the left column and your learning goals in each of the other columns. (you should also have scroll bars that will allow you to view your entire roster of students and/or all of your learning goals. If you want to know what a learning goal is, you can either hover over any of the cells in that column, or you can click on the icon next to the learning goal name.

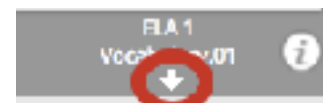


10. To score a learning goal, simply select a score from the scoring options at the top of the screen by clicking on it. Then, proceed to click in each cell that you wish to have that score. If there is a score there already, you can hover over the cell to see who gave the score and when. You can, (and probably should) re-score that learning goal. They are simply layers of scores.



11. If you make a mistake, simply click the trash can icon, and then click each of the cells where you made an error.

12. If you are scoring a learning goal that has never been scored (entire column is blank) you can save yourself some clicking by selecting a score (say a 3) and then clicking the downward-pointing arrow under the Learning Goal title. This will fill the column with that score. You can then go back and only change the scores of those that do not deserve that score.



13. There is no save button. Empower updates/saves each time you clicked a cell.