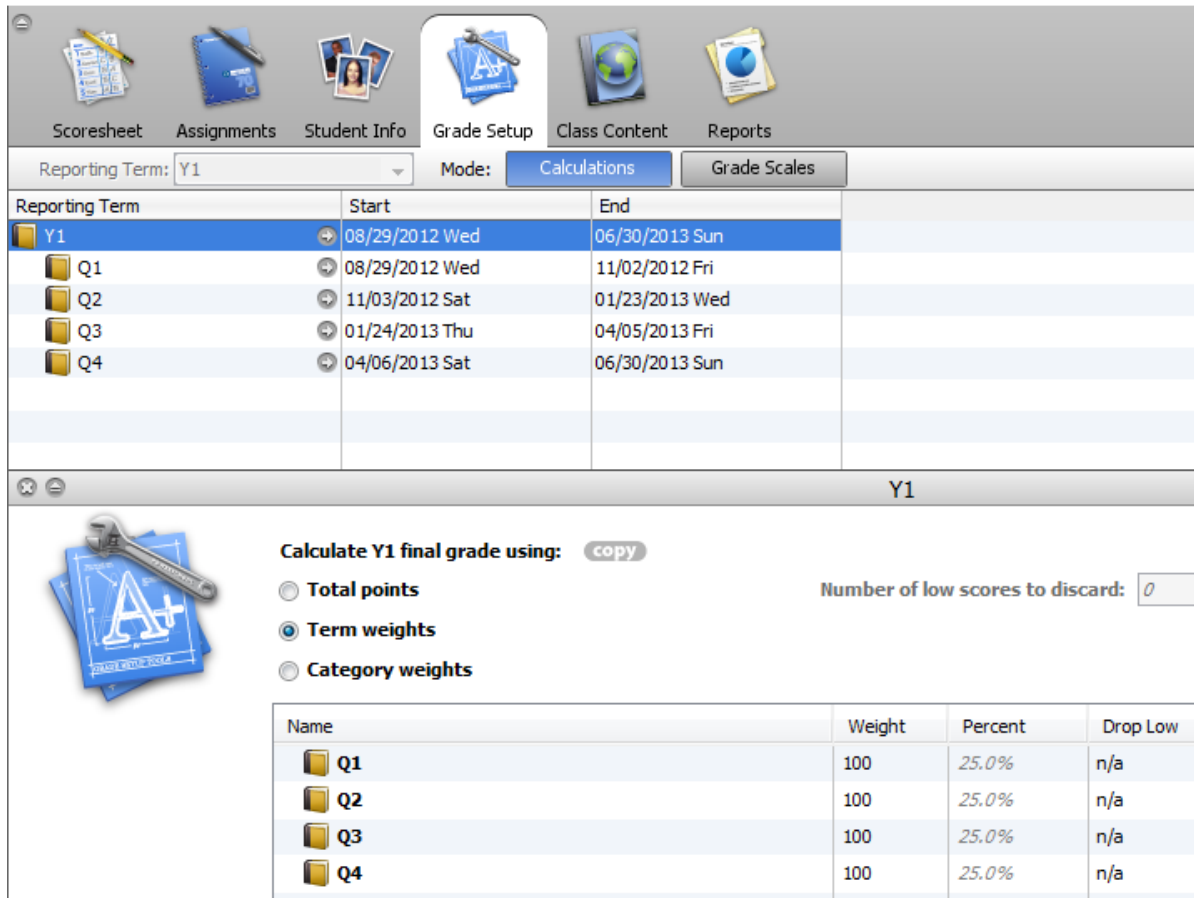


How to Setup Your Gradebook with Categories.

Use this tutorial to setup your PowerTeacher grade book so it will calculate the assignments using categories weighted at specific percentages to calculate your quarterly grades. Every course that is graded needs to be set-up. **Setting up one course does not mean ALL your courses are set-up.**

Before setting up quarters, go to the Grade Setup tab and be sure that your year long (Y1) set-up is correct. For all courses in the district, the grade setup for the Y1 term must be term weights with Q1, Q2, Q3 and Q4 at 25% as shown below:



Reporting Term: Y1 Mode: Calculations Grade Scales

Reporting Term	Start	End
Y1	08/29/2012 Wed	06/30/2013 Sun
Q1	08/29/2012 Wed	11/02/2012 Fri
Q2	11/03/2012 Sat	01/23/2013 Wed
Q3	01/24/2013 Thu	04/05/2013 Fri
Q4	04/06/2013 Sat	06/30/2013 Sun

Calculate Y1 final grade using: **copy**

Total points Number of low scores to discard: 0

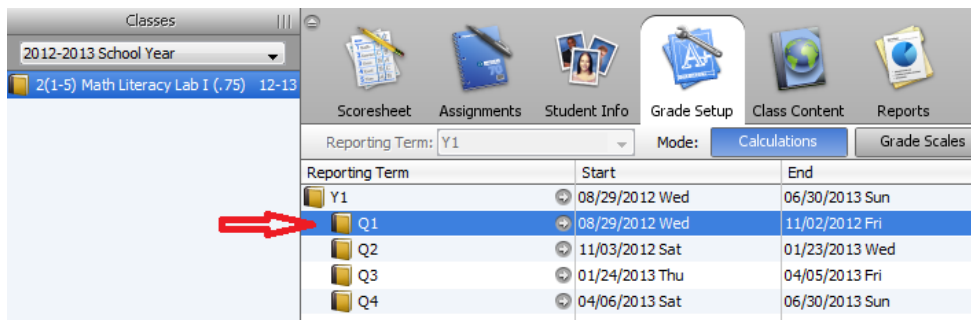
Term weights

Category weights

Name	Weight	Percent	Drop Low
Q1	100	25.0%	n/a
Q2	100	25.0%	n/a
Q3	100	25.0%	n/a
Q4	100	25.0%	n/a

*The Weight can be 100 or 25 as long as all quarters are the same.

Once your Y1 setup is correct, go to the "Grade Setup" tab. Select the grading term you want to work with.



Classes

2012-2013 School Year

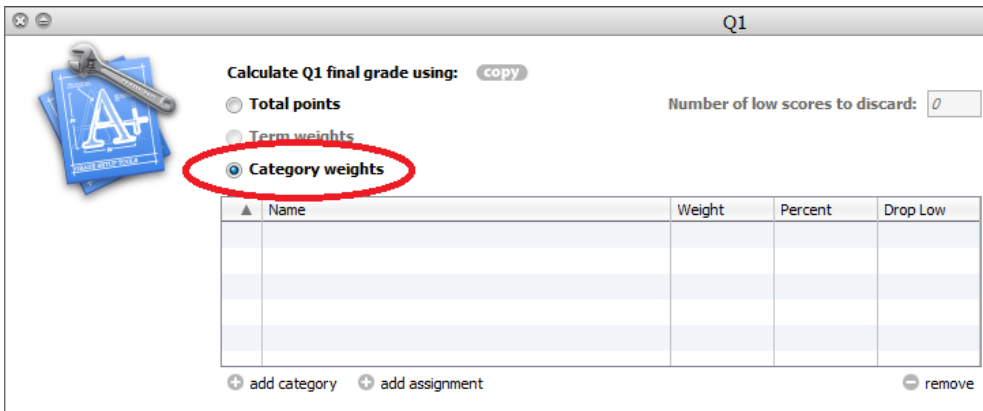
2(1-5) Math Literacy Lab I (.75) 12-13

Reporting Term: Y1 Mode: Calculations Grade Scales

Reporting Term	Start	End
Y1	08/29/2012 Wed	06/30/2013 Sun
Q1	08/29/2012 Wed	11/02/2012 Fri
Q2	11/03/2012 Sat	01/23/2013 Wed
Q3	01/24/2013 Thu	04/05/2013 Fri
Q4	04/06/2013 Sat	06/30/2013 Sun

Select category weights from the bottom window. (Double click on the term if the window is not open.)

How to Setup Your Gradebook with Categories.



Calculate Q1 final grade using: **copy**

Total points Number of low scores to discard:

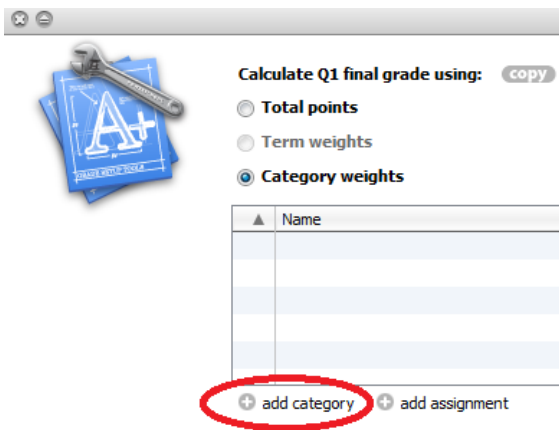
Term weights

Category weights

Name	Weight	Percent	Drop Low

+ add category + add assignment - remove

Click on “add a category”.



Calculate Q1 final grade using: **copy**

Total points

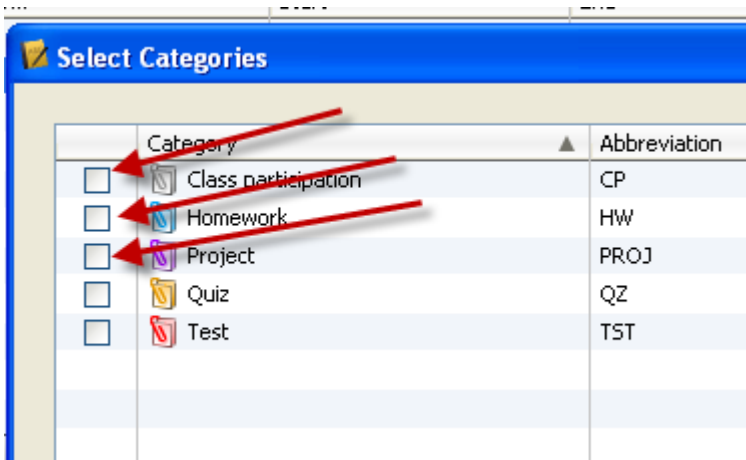
Term weights

Category weights

Name

+ **add category** + add assignment

Add the categories as needed.






Select Categories

Category	Abbreviation
<input type="checkbox"/> <input checked="" type="checkbox"/> Class participation	CP
<input type="checkbox"/> <input checked="" type="checkbox"/> Homework	HW
<input type="checkbox"/> <input checked="" type="checkbox"/> Project	PROJ
<input type="checkbox"/> Quiz	QZ
<input type="checkbox"/> Test	TST

How to Setup Your Gradebook with Categories.




After making your selection, the categories will appear in the category weights window.


Category weights

▲	Name
	Class participation
	Homework
	Project

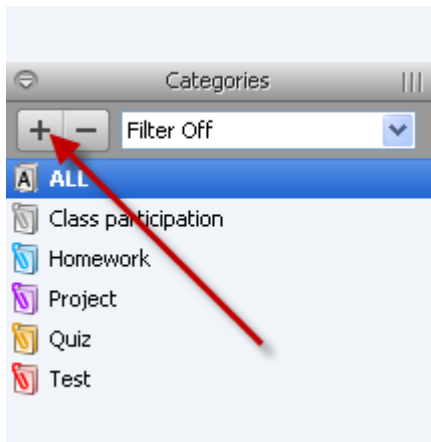
Enter the appropriate weight for each category.

Category weights

▲	Name	Weight	Pe
	Class participation	10	12
	Homework	30	37
	Project	40	50



If there is a category that does not exist, go to the categories section in the lower left hand menu and select the '+' sign.



How to Setup Your Gradebook with Categories.

The “Create Assignment Category” window should appear. Enter the information for the new category.

Create Assignment Category
Specify attributes of the Assignment Category

Name: Theory Work
Abbreviation: TW
Color: Green

These options will be applied as defaults to any new assignments when created for this category.

Points Possible: 100
Extra Points: 0
Score Type: Points
Include in Final Grade:
Publish Assignment: Immediately
On Date: MM/dd/yyyy
Days Before Due: 0
Publish Scores:
Description:

Click “OK”.

To add the new category to the term weights – click “add category” in the term window.

Total points

Term weights

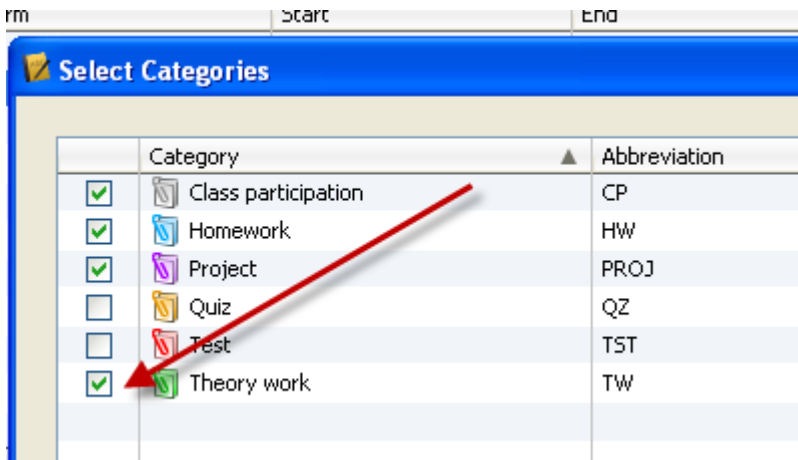
Category weights

▲	Name
	Class participation
	Homework
	Project

+ add category + add assignment

Check the categories needed.

How to Setup Your Gradebook with Categories.



Click "OK".

If you want to weight a category such as Theory work to be 40% of the Q1 grade the weighting must be similar to the following.

▲	Name	Weight	Percent
	Class participation	10	10.0%
	Homework	25	25.0%
	Project	25	25.0%
	Theory work	40	40.0%

+ add category + add assignment

In this example, the weight for Theory work is 40% of Q1 with 25% for homework, 25% for projects and 10% for class participation. Please follow your content areas grading policy when setting this area up.

When you add an assignment in that category, it will automatically calculate the percent and weights.

New Assignment

Name: **Abbrev:**

Category: Theory work ▼ + **Score**

Possible: **Extra Points:** **Max:** **▼**

Rate Due: **Include in Final**

Description:

[+ link](#)

How to Setup Your Gradebook with Categories.

Now only this Q1 term in only this course is complete. **You must set-up your remaining quarters and classes.** If you are using the same category weights you can copy your setup. (Otherwise, repeat the process above for your different courses and quarters.)

Click on the grey copy button next to “Calculate Q1 final grade using:”

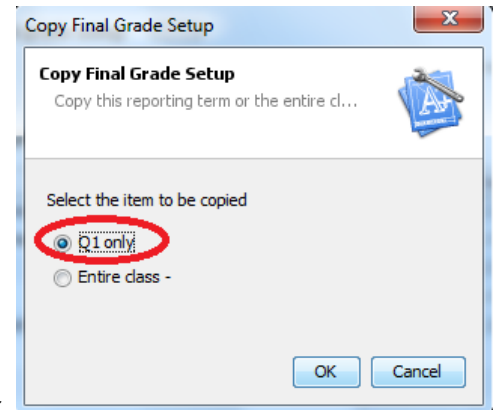


Calculate Q1 final grade using:

copy

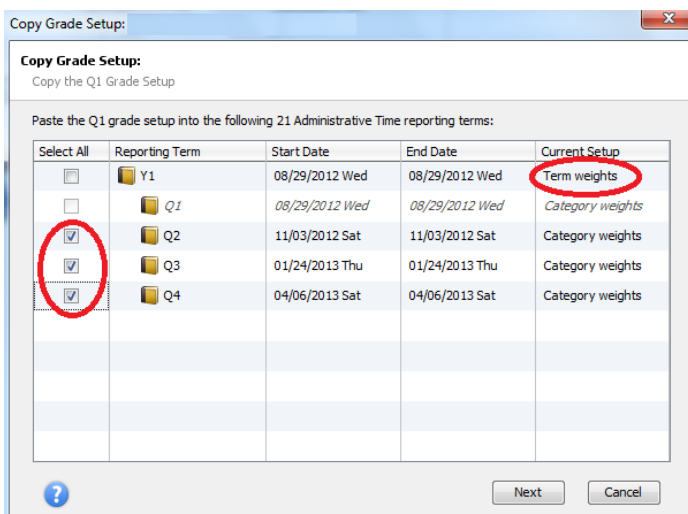
- Total points
- Term weights
- Category weights**

▲ Name



The “Copy Final Grade Setup” window will appear. Select “Q1 only” and click ok.

Check the boxes for Q2, Q3 and Q4. Do NOT select Y1, but make sure Y1 is set-up as term weights. (If Y1 is not setup as term weights go to the Y1 Grade Setup and correct it by selecting term weights and setting Q1, Q2, Q3 and Q4 to 25% each.)



Click “Next”.

How to Setup Your Gradebook with Categories.

Then you will be asked to review the information and confirm the changes on the next screen by clicking “Finish”.

Please confirm the following changes:

The final grade setup for each selected reporting term will be updated. Any existing final grades for those reporting terms will be recalculated based on the new setup.

Selection Summary:
Source: [redacted] - Category weights
To be copied to: [redacted]

Please confirm that the selections are correct, or go back to edit.

? Back Finish Cancel

To copy this class' set-up into other classes, click on the grey copy button next to “Calculate Q1 final grade using:” like you did previously, BUT this time you will select the “Entire class” option.



Calculate Q1 final grade using:



- Total points
- Term weights
- Category weights

▲ Name

Copy Final Grade Setup

Copy Final Grade Setup
Copy this reporting term or the entire cl...

Select the item to be copied

- Q1 only
- Entire class -

OK Cancel

How to Setup Your Gradebook with Categories.

Now check the boxes for the courses you wish to have the same exact same category weight setup as this class.

Copy Grade Setup:

Copy the

Grade Setup

Paste the _____ final grade setup to the following classes:

2012-2013 School Year

	Classes	
<input type="checkbox"/>	6 Administrative Time	12-13
<input type="checkbox"/>	1209 Career Development II (.50)	12-13
<input type="checkbox"/>	33 DH Duty	12-13
<input type="checkbox"/>	1010 Homeroom	12-13
<input type="checkbox"/>	910 Homeroom	12-13
<input checked="" type="checkbox"/>	910 Intro to Mfg Tech	12-13
<input type="checkbox"/>	163 Lunch Duty	12-13
<input checked="" type="checkbox"/>	1010 Mfg Tech II	12-13
<input type="checkbox"/>	4 SAT Team	12-13

? Next Cancel

Click "Next".

Then you will be asked to review the information and confirm the changes on the next screen by clicking "Finish".

Copy Grade Setup:

Copy the

Grade Setup

Please confirm the following changes:

The final grade setup for each selected class will be updated. Any existing final grades for the reporting terms in those classes will be recalculated based on the new setup.

Selection Summary:
Source: _____

To be copied to:
910 Intro to Mfg Tech
1010 Mfg Tech II

Please confirm that the selections are correct, or go back to edit.

*Note: One or more reporting terms selected for copy uses term weights, and has a different number of reporting terms from the recipient. Since all reporting terms were weighted equally, the recipient's terms will also be weighted equally.

? Back Finish Cancel

Now go into those other courses and check to make sure the copy worked correctly and all the "Qs" have the correct category weights.