PowerTeacher Pro Gradebook Training – Session 1

Creating Categories

Categories are broad classifications in which you group similar types of assignments. Examples of categories are homework, tests, and quizzes. Set up your own categories, or use district-created categories. District-created categories are identified by an icon that looks like a school house next to the category name.

To create a category:

1. Click **Create (+)**

2. Select **Category**

3. On the Category tab, open the Select Classes menu and select the class or classes in which you will use the category.   By default, the category is available to all classes.

4. Enter the name of the category, such as **Test**

5. Select a color for the category, such as **Red**

6. Use the default status of **Active.** Check Inactive when you want to make categories that you no longer use inactive.

7. Enter a description of the category, such as **Use for test assignments**

8. Click the Assignment Defaults tab

9. Select the default score type that assignments in this category will use, such as **Points.**

10. In the Score Entry Points field, enter the number of points that assignments in this category will be worth by default, such as 100

11. Use the Publish Assignment menu to define when assignments in this category will be published

12. To publish the scores of assignments in this category by default, verify that **Publish Scores** is selected

13. To include assignments in this category in final grade calculations by default, verify that **Count in Final Grade** is selected

14. To save the new category, click **Save**

Setting Up Grading Preferences

Set up the grade calculations for one class. Then save time by copying the traditional grade calculations across classes and reporting terms.

To define a traditional grade calculation for a class:

1. Click **Settings**

2. Select **Traditional Grade Calculations**

3. To see the grade calculations for all of the classes, click **Expand All**

4. For one of the classes in the list, click the Edit icon next to the first reporting term

5. To calculate the overall class grade using the formula, verify that **Calculate Overall Class Grade** is checked

6. Open the Type menu and choose a calculation type, such as **Category Weighting**

7. Open the Attribute menu and select a category, such as **Homework**

8. To define the weight of the selected category, enter a value in the Weight field, such as 2 (for 20%)

9. To include another category, click the + sign

10. Open the Type menu and choose **Category Weighting**

11. Open the Attribute menu and select a different category, such as **Quiz**

12.To define the weight of the selected category, enter a value in the Weight field, such as 3 (for 30%)

13. Repeat steps 9-12 to set up weighting for two more categories. Use weight values that will make the values in the Percent columns add up to 100%.

14. To save the grade calculation, click **Save**. Set up the grade calculations for the remaining reporting terms.

To copy traditional final grade calculations:

1. Click **Settings**

2. Select **Traditional Grade Calculations**

3. In the upper-right corner of the Traditional Grade Calculations page, click the gear icon

4. Select **Copy Traditional Grade Calculations**

5. At the top of the Copy Final Grade Calculations window, select **Within A Class** to copy the settings from one reporting term to another within the same class

6. In the From area, open the Class menu and choose the class from which you want to copy the calculations

7. In the From area, open the Reporting Term menu and choose **S1** as the term from which you want to copy the calculations

8. In the To area, open the Reporting Term menu and choose **S2** as the term to which you want to copy the calculations.

If you are changing traditional grade calculation settings for the target class and want to recalculate any existing grades, check **Recalculate Final Grades.**

9. Click **Validate** copy

(**NOTE**: You may get an error message that reads: "Unable to copy standards weight…" *Ignore this message*.)

10. Review the summary to ensure that you are copying the correct settings, then click **Copy**

The alert at the top of the window indicates that the settings were copied successfully.