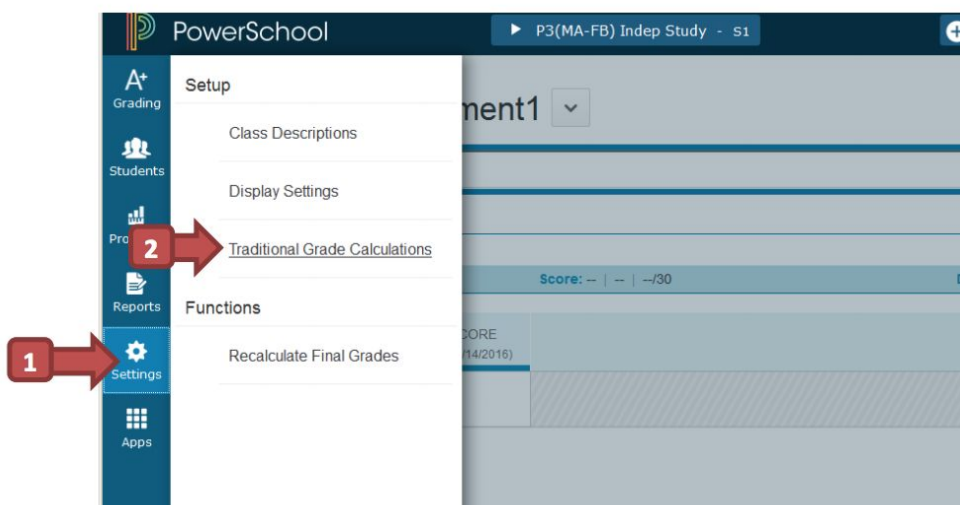


Setting Up Gradebook for Semester Classes

Log into **PowerTeacher Pro**

1. Click **Settings**
2. Click **Traditional Grade Calculations**



3. For semester classes your weights should be set up as:

a. F1 (term weighting)

- i. Q3=40
- ii. Q4=40
- iii. E2=20

*****Unless you are not giving an exam - then it would be Q3=50% and Q4=50%***

Formula

Drop Low Scores

Calculate Overall Class Grade

☒

Term Weighting

Exact Value Earned

Uses the student's calculated percent (Alpha Scales) or numeric value (Numeric Scales) from the reporting term. Example: 95.3% or 3+.

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Term Weighting	Q3	4	40%	-
Term Weighting	Q4	4	40%	-
Term Weighting	E2	2	20%	-

b. To add a term, just click the + button beside “percent”

c. To delete a term, click the - button to the right of the corresponding term

4. For each 9 weeks your grade book should be set up as:

a. Q3 (Category Weighting)

- i. You may choose your own configuration based on your classroom needs.
- ii. The District does recommend that for easy synching with Schoology you **limit yourself to the 4 built in Categories:**

1. **Classwork, Quiz, Test and Project.** (i.e. Do not create your own category names)

a. **Whatever categories and weights you set in PowerSchool they need to match exactly what you have in Schoology** (if you plan to sync your grades)

b. See below for example

- i. **To add a category**, just click the + button beside “percent”
- ii. **To delete a category**, click the - button to the right of the corresponding category

Q3 Reporting Term for 4(A,C) American History I ✕

Formula

Drop Low Scores

Calculate Overall Class Grade ☒

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighti... ▼	■ Classwork ▼	<input type="text" value="10"/>	10%	+ -
Category Weighti... ▼	■ Quiz ▼	<input type="text" value="40"/>	40%	-
Category Weighti... ▼	■ Test ▼	<input type="text" value="50"/>	50%	-

iii. Use **total points**, and have every assignment weighted an equal amount

1. **If you plan to sync from Schoology to PowerSchool, do not use Total Points, because your grades will NOT SYNC!**

- a. Instead choose one category, weight everything 100% in that one category
- b. Map everything from Schoology to Powerschool to that one category

b. Q4 (category weighting)













- i. Same as above for Q3
- ii. **Make sure that the categories and weights match between quarters**

Q4 Reporting Term for 4(A,C) American History I

Formula Drop Low Scores

Calculate Overall Class Grade



TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighti... 	 Quiz 	40	40%	
Category Weighti... 	 Classwork 	10	10%	
Category Weighti... 	 Test 	50	50%	

c. E2 (total points)



- i. **Weight set to 1** (or 100, same thing)
- ii. This can also be Category Weighting
 1. Test
 2. Weight 1 (or 100)

E2 Reporting Term for 4(A,C) American History I

Formula Drop Low Scores


Calculate Overall Class Grade



TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Total Points 	Total Points	1	100%	

Option: Copy Settings to Other Classes?

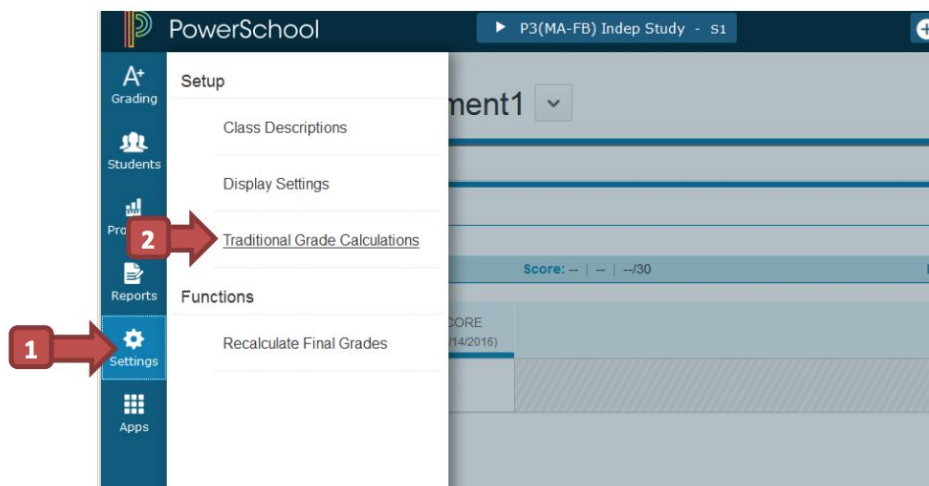
You CAN copy these settings to your other classes that will have EXACTLY the same settings.

- On the **Traditional Grade Calculations** page, select the **gear**  and choose **Copy Traditional Grade Calculations**.
- Select the class that IS SETUP CORRECTLY.
- You can then select target classes from a list off your classes.
- As a precaution, always spot check to verify that the other classes are set-up correctly!

Setting Up Gradebook for Year Long Classes

Log into **PowerTeacher Pro**

1. Click **Settings**



2. Click **Traditional Grade Calculations**

For **year-long classes** your weights should be set up as:

3. **F1 (term weighting)**

- a. **Q1=20**
- b. **Q2=20**
- c. **Q3=20**
- d. **Q4=20**
- e. **E2=20**

*****Unless you are not giving an exam - then the weights would all be 25%***

F1 Reporting Term for 1(A-B) English I					×
Formula Drop Low Scores					
Calculate Overall Class Grade <input checked="" type="checkbox"/>					
Term Weighting					
Exact Value Earned <input type="button" value="v"/>					
Uses the student's calculated percent (Alpha Scales) or numeric value (Numeric Scales) from the reporting term. Example: 95.3% or 3+.					
TYPE	ATTRIBUTE	WEIGHT	PERCENT		
Term Weighting <input type="button" value="v"/>	Q1 <input type="button" value="v"/>	<input type="text" value="20"/>	20%	<input type="button" value="-"/>	
Term Weighting <input type="button" value="v"/>	Q2 <input type="button" value="v"/>	<input type="text" value="20"/>	20%	<input type="button" value="-"/>	
Term Weighting <input type="button" value="v"/>	Q3 <input type="button" value="v"/>	<input type="text" value="20"/>	20%	<input type="button" value="-"/>	
Term Weighting <input type="button" value="v"/>	Q4 <input type="button" value="v"/>	<input type="text" value="20"/>	20%	<input type="button" value="-"/>	
Term Weighting <input type="button" value="v"/>	E2 <input type="button" value="v"/>	<input type="text" value="20"/>	20%	<input type="button" value="-"/>	

4. For each semester your grade book should be set up as:

- a. S1 (term weighting)
- b. Q1=50
- c. Q2=50

S1 Reporting Term for 1(A-B) English I

Formula Drop Low Scores

Calculate Overall Class Grade ☒

Term Weighting

Exact Value Earned

Uses the student's calculated percent (Alpha Scales) or numeric value (Numeric Scales) from the reporting term. Example: 95.3% or 3+.

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Term Weighting <input type="button" value="v"/>	Q1 <input type="button" value="v"/>	50	50%	<input type="button" value="-"/>
Term Weighting <input type="button" value="v"/>	Q2 <input type="button" value="v"/>	50	50%	<input type="button" value="-"/>

5. S2-same as above for S1

- a. Q2=50
- b. Q4=50

S2 Reporting Term for 1(A-B) World History Honors

Formula Drop Low Scores

Calculate Overall Class Grade ☒

Term Weighting

Exact Value Earned

Uses the student's calculated percent (Alpha Scales) or numeric value (Numeric Scales) from the reporting term. Example: 95.3% or 3+.

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Term Weighting <input type="button" value="v"/>	Q3 <input type="button" value="v"/>	50	50%	<input type="button" value="-"/>
Term Weighting <input type="button" value="v"/>	Q4 <input type="button" value="v"/>	50	50%	<input type="button" value="-"/>

6. For each 9 weeks your grade book should be set up as:

- a. Q1 (Category Weighting)
 - i. You may choose your own configuration based on your classroom needs.
 - ii. The District does recommend that for easy synching with Schoology you **limit yourself to the 4 built in Categories**:

1. **Classwork, Quiz, Test and Project.** (i.e. Do not create your own category names)
 - a. **Whatever categories and weights you set in PowerSchool they need to match exactly what you have in Schoology** (if you plan to sync your grades)
 - b. See below for example
 - i. **To add a category**, just click the + button beside “percent”
 - ii. **To delete a category**, click the - button to the right of the corresponding category

Q1 Reporting Term for 1(A-B) English I
✕

Formula

Drop Low Scores

Calculate Overall Class Grade ☒

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighti... ▼	■ Classwork ▼	<input type="text" value="20"/>	20%	-
Category Weighti... ▼	■ Quiz ▼	<input type="text" value="35"/>	35%	-
Category Weighti... ▼	■ Test ▼	<input type="text" value="45"/>	45%	-

- i. Use **total points**, and have every assignment weighted an equal amount

1. **If you plan to sync from PowerSchool to Schoology, do not use Total Points, because your grades will NOT SYNC!**

- a. Instead choose one category, weight everything 100% in that one category
- b. Map everything from Schoology to Powerschool to that one category

4. Q2-Q4(category weighting)

- i. Same as above for Q1-
- ii. Make sure that the categories and weights match between quarters

Q4 Reporting Term for 1(A-B) English I
✕

Formula

Drop Low Scores

Calculate Overall Class Grade ☒

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighti... ▼	■ Classwork ▼	<input type="text" value="20"/>	20%	-
Category Weighti... ▼	■ Quiz ▼	<input type="text" value="35"/>	35%	-
Category Weighti... ▼	■ Test ▼	<input type="text" value="45"/>	45%	-


5. E2 (total points)

- ii. **Weight set to 1** (or 100, same thing)
- iii. This can also be Category Weighting
 1. Test
 2. Weight 1 (or 100)

E2 Reporting Term for 4(A,C) American History I				
Formula		Drop Low Scores		
Calculate Overall Class Grade		<input checked="" type="checkbox"/>		
TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Total Points <input type="button" value="v"/>	Total Points	<input type="text" value="1"/>	100%	<input type="button" value="-"/>

Option: Copy Settings to Other Classes?

You CAN copy these settings to your other classes that will have EXACTLY the same settings.

- On the **Traditional Grade Calculations** page, select the **gear**  and choose **Copy Traditional Grade Calculations**.
- Select the class that IS SETUP CORRECTLY.
- You can then select target classes from a list off your classes.
- As a precaution, always spot check to verify that the other classes are set-up correctly!