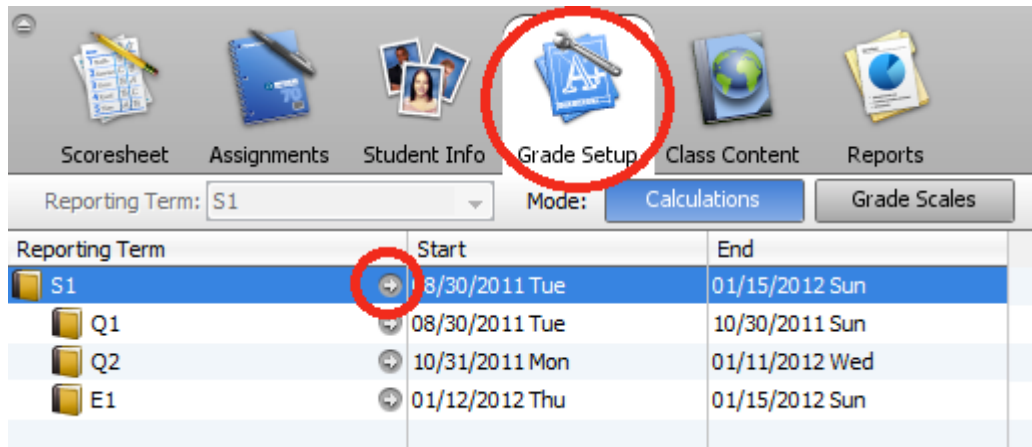


Setting up PowerTeacher Gradebook

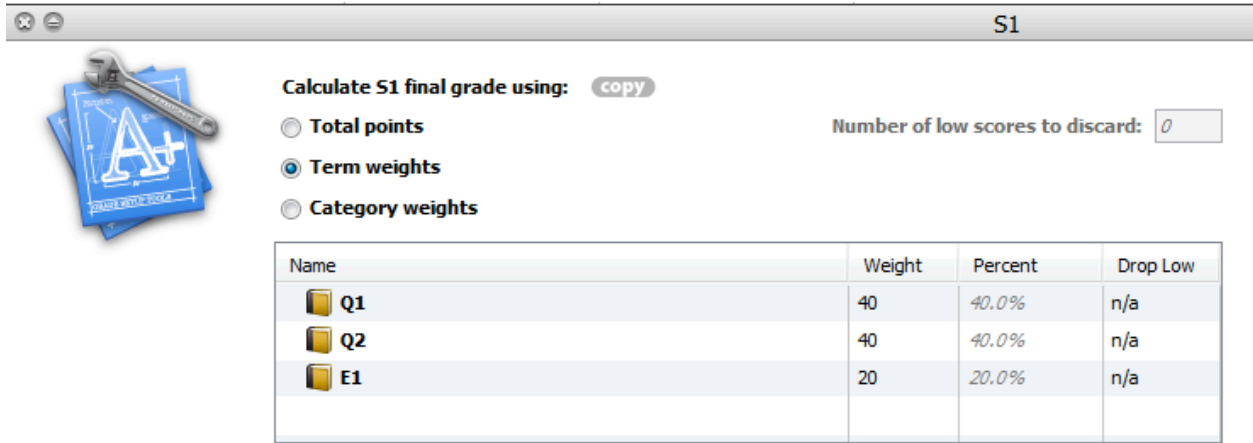
Select your first class in the list for Semester 1



Next, click on the Grade Setup tab and then select S1. Then click the over button next to S1 which is circled below.



To set up "term weights", click term weights and put in the weights 40, 40, 20 as shown below or 45-45-10 or whatever combination your school policy dictates. When you are finished putting in your term weights click the save button at the bottom right of the screen.



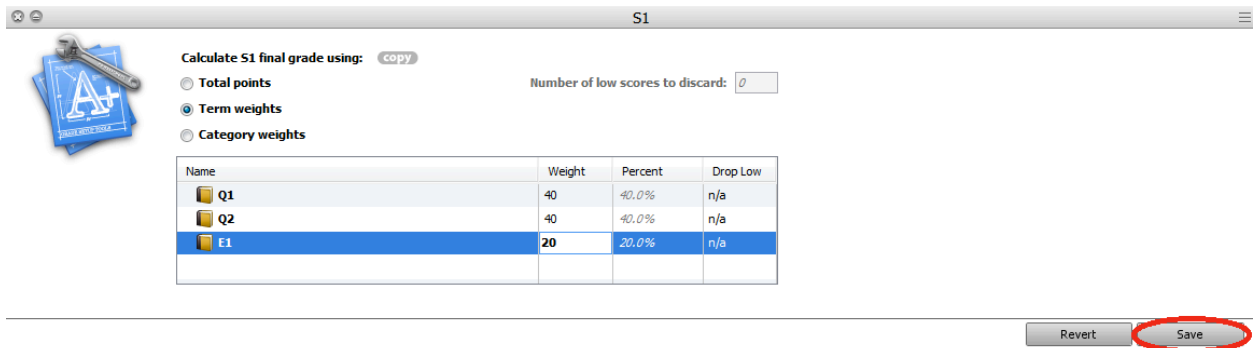
Calculate S1 final grade using: copy

Total points
 Number of low scores to discard:

Term weights

Category weights

Name	Weight	Percent	Drop Low
Q1	40	40.0%	n/a
Q2	40	40.0%	n/a
E1	20	20.0%	n/a



Calculate S1 final grade using: copy

Total points
 Number of low scores to discard:

Term weights

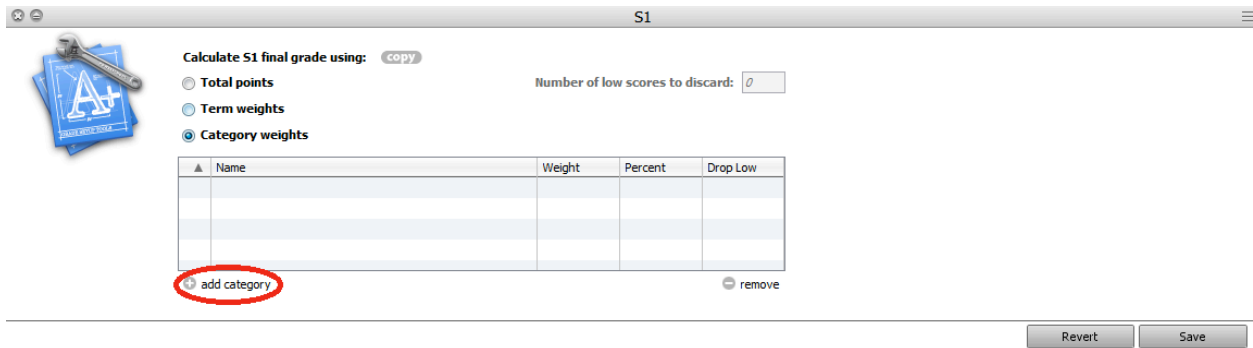
Category weights

Name	Weight	Percent	Drop Low
Q1	40	40.0%	n/a
Q2	40	40.0%	n/a
E1	20	20.0%	n/a

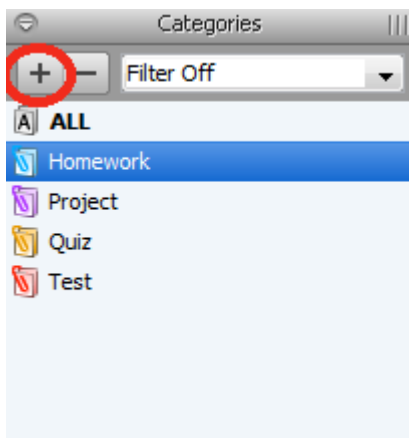
Once S1 term weights have been saved, you can set up Q1 for either total points or category weights.

Reporting Term	Start	End
S1	08/30/2011 Tue	01/15/2012 Sun
Q1	03/30/2011 Tue	10/30/2011 Sun
Q2	10/31/2011 Mon	01/11/2012 Wed
E1	01/12/2012 Thu	01/15/2012 Sun

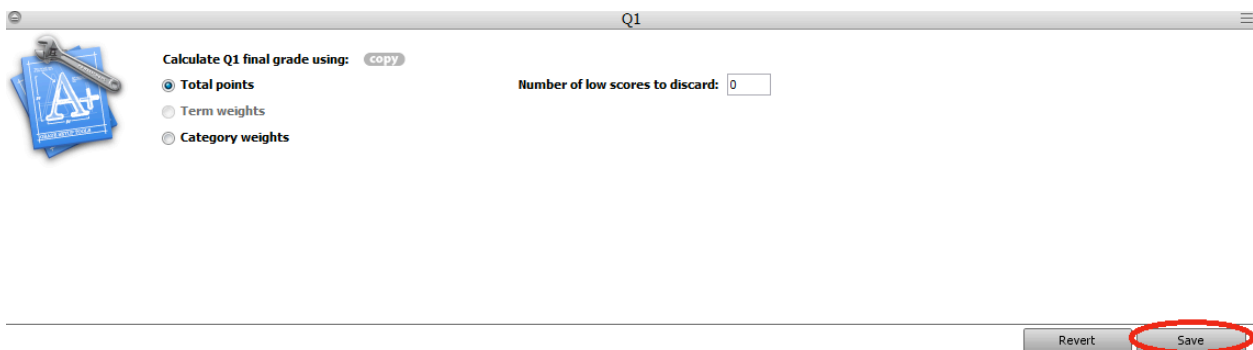
Click the right arrow or over icon, click the category weight radio button, and finally click the circled add category below to add categories.



If you don't have all of the categories that you would like, then you can create more by clicking the plus sign to the far left of the screen and create a new category like "participation", or "research paper".



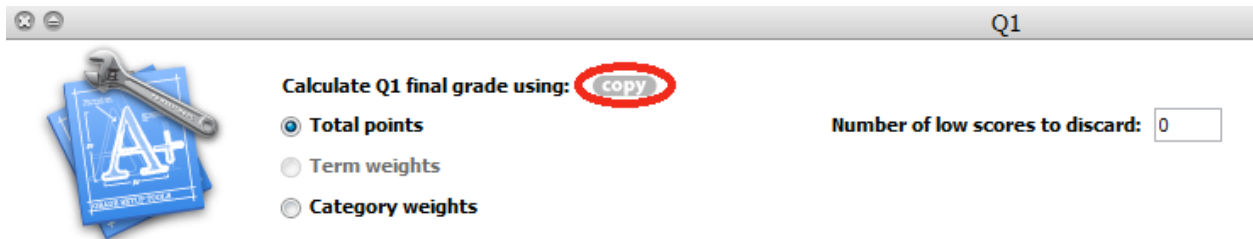
This screen shot is for those who use total points at the Q1 level, there is no set up required for total points. **IF YOU FIND THAT YOU CANNOT SAVE THIS SCREEN, CLICK ON CATEGORY WEIGHTS, THEN BACK TO TOTAL POINTS** and the save button will become active so you can save total points as your calculations method.



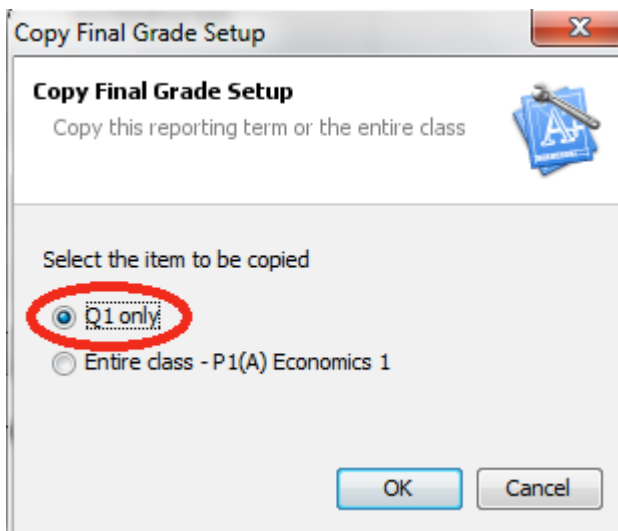
After you have added /weighted your categories, or activated the total point setup, and saved for Q1, then continue with next step.

The E1 set up by default will be total points. It is recommended you use the default for E1 since it is just one assignment (the exam) that is going in this grade bin. **AGAIN, SAVE TOTAL POINT SET UP TO E1, AND IF YOU CAN'T, TOGGLE BETWEEN CATEGORY AND TOTAL POINTS AND THE SAVE ICON WILL ACTIVATE.**

Next, click the copy button. Copy Q1 to Q2.

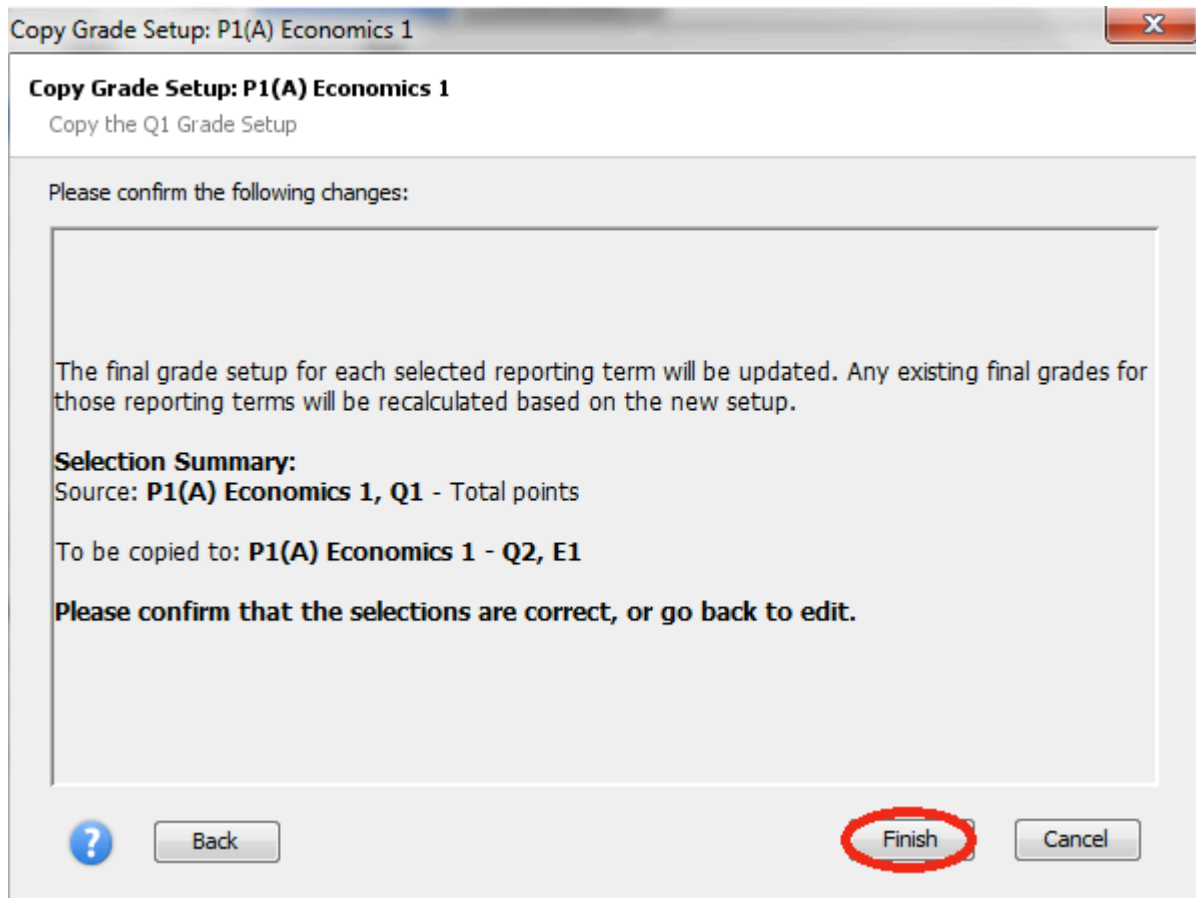


The screenshot shows a window titled "Q1" with a blue icon of a stack of papers with an 'A+' and a wrench. The text "Calculate Q1 final grade using:" is followed by a red circle around the word "copy". Below this are three radio button options: "Total points" (selected), "Term weights", and "Category weights". To the right, there is a label "Number of low scores to discard:" followed by a text input field containing the number "0".



The screenshot shows a dialog box titled "Copy Final Grade Setup" with a close button (X) in the top right corner. The dialog contains the text "Copy Final Grade Setup" and "Copy this reporting term or the entire class" next to a blue icon of a stack of papers with an 'A+' and a wrench. Below this is the instruction "Select the item to be copied" followed by two radio button options: "Q1 only" (selected and circled in red) and "Entire class - P1(A) Economics 1". At the bottom of the dialog are "OK" and "Cancel" buttons.

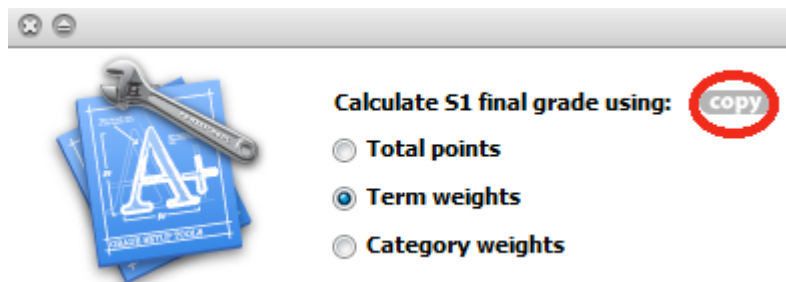
Click Finish



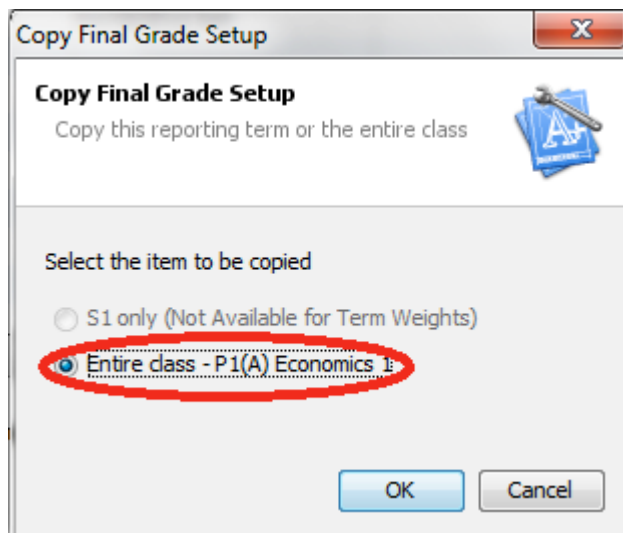
After you complete the set up for your Quarters and Exam, then click back on S1 and click on the over button.

Reporting Term	Start	End
S1	08/30/2011 Tue	01/15/2012 Sun
Q1	08/30/2011 Tue	10/30/2011 Sun
Q2	10/31/2011 Mon	01/11/2012 Wed
E1	01/12/2012 Thu	01/15/2012 Sun

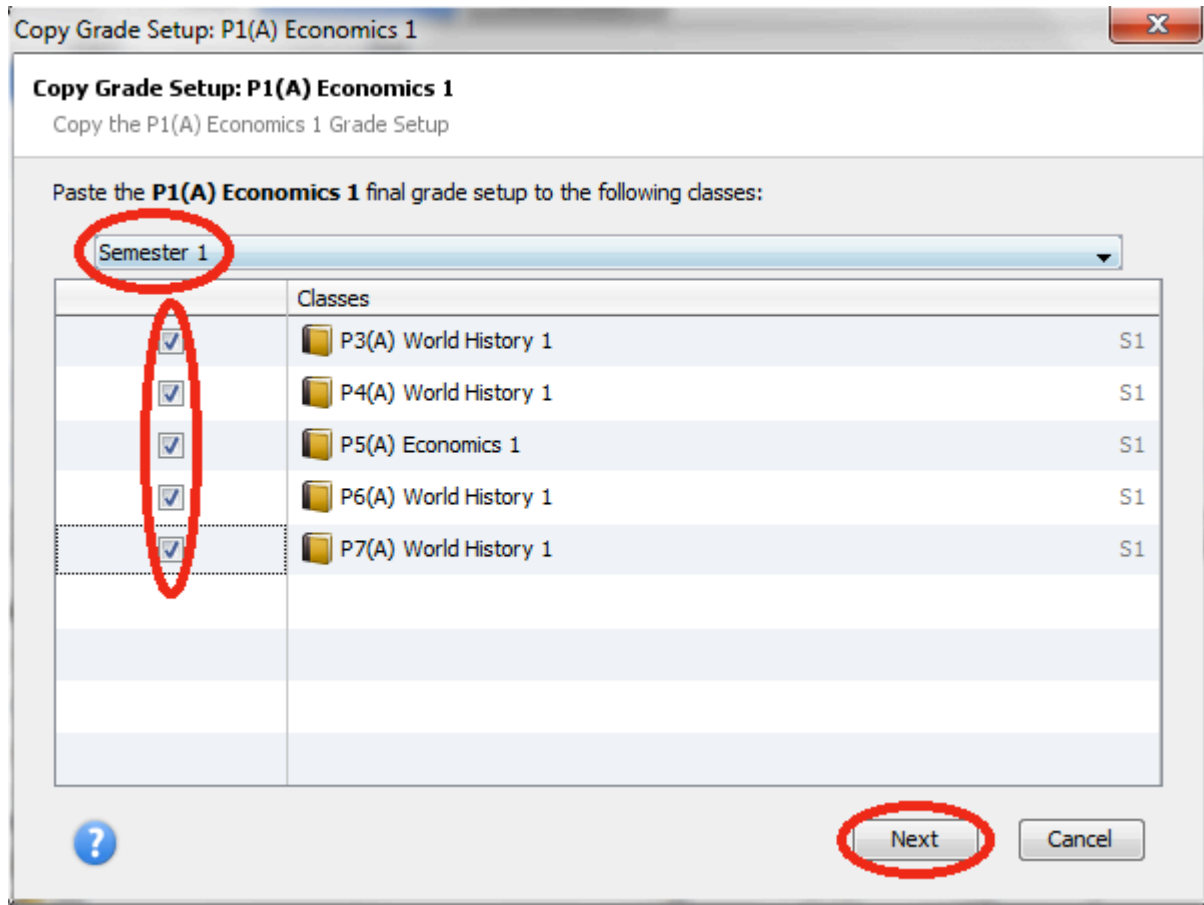
Click on Copy



Click entire class and select OK



Select **all** of the boxes and click next and then finish to copy the class folder you set up **to all of your other classes in Semester 1**



You have just finished setting up Semester 1 (S1). **Now you must set up Semester 2 (S2) using the same technique.**

Start at the beginning of this tutorial but now start with the first class in the list for **Semester 2**

