



# PowerTeacher Gradebook Setup K-2

## Assignment Categories

### About Categories

Before you can create assignments, you must set up categories. Categories are groups of the same types of assignments. Categories are not class-specific, eliminating the need to create the same categories multiple times for each class. By default, PowerTeacher gradebook includes four pre-defined categories, Homework, Project, Quiz, and Test.

### Include in Final Grade

When setting up categories, you can use the Include in Final Grade checkbox to indicate whether assignments within a category should be included in calculating final grades. The value set for a category is used as a default for all assignments within that category, but may be overridden on an assignment-by-assignment basis.

### View Categories

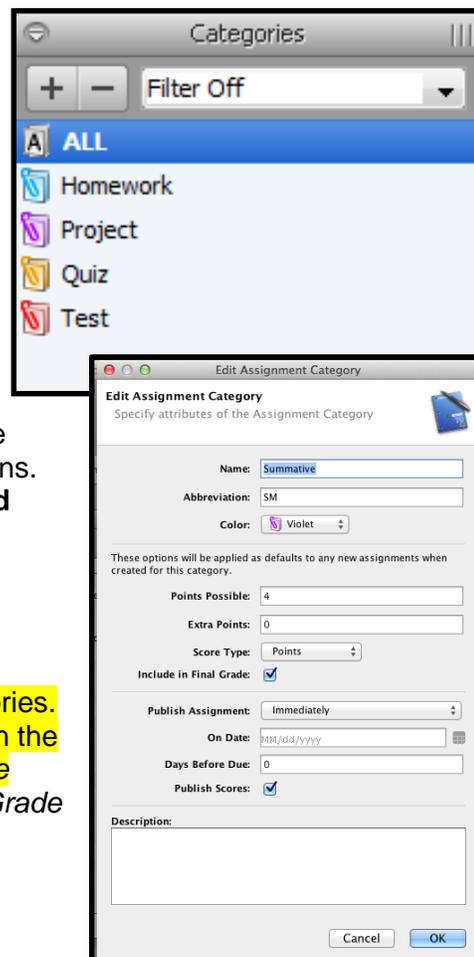
The Categories pane appears in the lower-left corner of the PowerTeacher Gradebook window.

### Add Categories

Use the Categories window to create assignment categories.

1. Click on the **Plus (+)** button next to **Filter Off** dropdown box or open the new category window from the gradebook menu bar, choose **Tools > Categories**. The **Create Assignment Category** window opens.
2. When the new category, **Enter the required information**.
3. Click **Ok** to save your changes. The **Create Assignment Category** window closes.

**Note:** Create *Summative* and *Formative* categories. Choose an *Abbreviation* and *Color* code. Assign the *Points Possible = 4*, *Extra Points*, and the *Score Type = Points*. Make sure the *Include in Final Grade* checkbox is selected.



## Edit Categories

You can edit a category from the Categories pane.

1. Double-click on the category to be edited.
2. The **Edit Assignment Category** window opens.
3. **Edit the information as needed.**
4. Click **Close** to save your changes.

**Note:** Edit the *Homework* category. Edit the *Points Possible = 4*, *Extra Points*, and the *Score Type*. Make sure the *Include in Final Grade* checkbox is selected. Edit any categories that you will not be using but CANNOT delete by changing their name. Example: change *General* to *xGeneral* that will move it to the bottom of the list of categories.

## Delete Categories

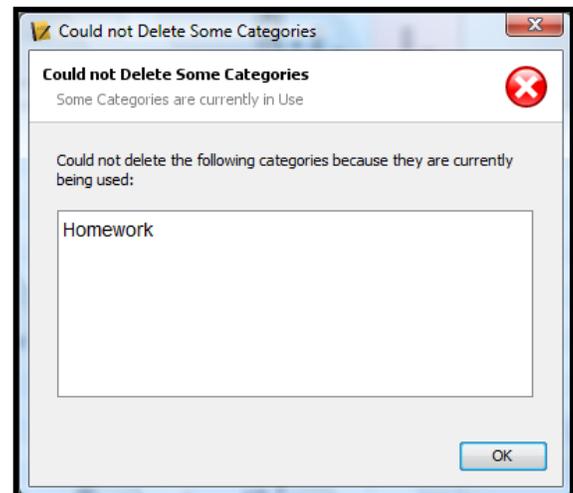
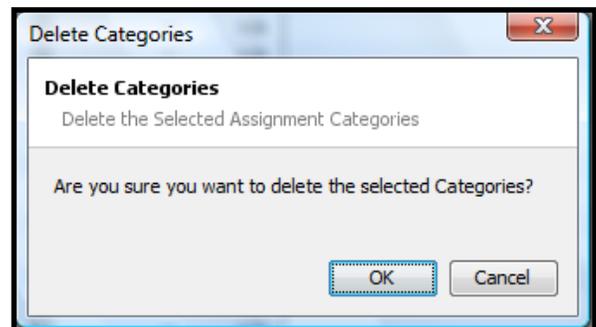
You can delete a category from the Categories pane.

1. Select the category to be deleted.
2. Click the **Minus (-)** button next to Filter dropdown box.
3. The Delete Categories warning box will open – click Ok to delete the category.

If category has assignments or is used in weighting, the Alert window appears, stating "Could not Delete Some Categories."

4. Click **OK** to close the window.
5. In order to delete the category, change the category associated with that assignment and/or remove the weighting.
6. Then repeat steps to delete the category.

**Note:** Delete the categories that will not be used [*Test, Quiz, and Project*]



## Assignments

### About Assignments

You can create one assignment at a time as you progress through the term, or you can set up assignments for the entire term before the term starts. Having all assignments for the term before the term starts does not change how grades appear. The Final Grade that appears on the Scoresheet reflects an average grade for only the assignment scores that have been entered.

Before setting up an assignment, consider how you will score the assignment:

- Do you want to record the score as points, a percentage, or letter grade?
- How many points is the assignment worth?
- How do you want to weight the assignment?
- Do you want to include the assignment in final grade calculation?

### Include in Final Grade

When setting up assignments, you can use the Include in Final Grade checkbox to indicate whether an assignment should be included in calculating final grades. The value set for a category is used as a default for all assignments within that category, but may be overridden on an assignment-by-assignment basis.

If an assignment is included in calculating final grades and impacts the final grade, it must be published in order for parents and students to view it.

### Weighting

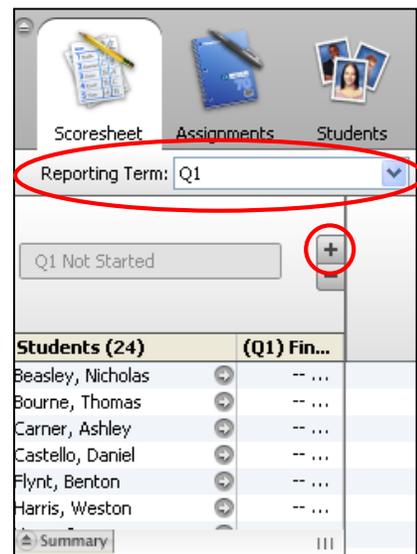
Assignment setup may involve weighting; however, weighting is not required. Weighting gives particular assignments, whether points, percentage, or letter grades, more value than others when determining final grades. The weight value is used to multiply the points earned and the points possible.

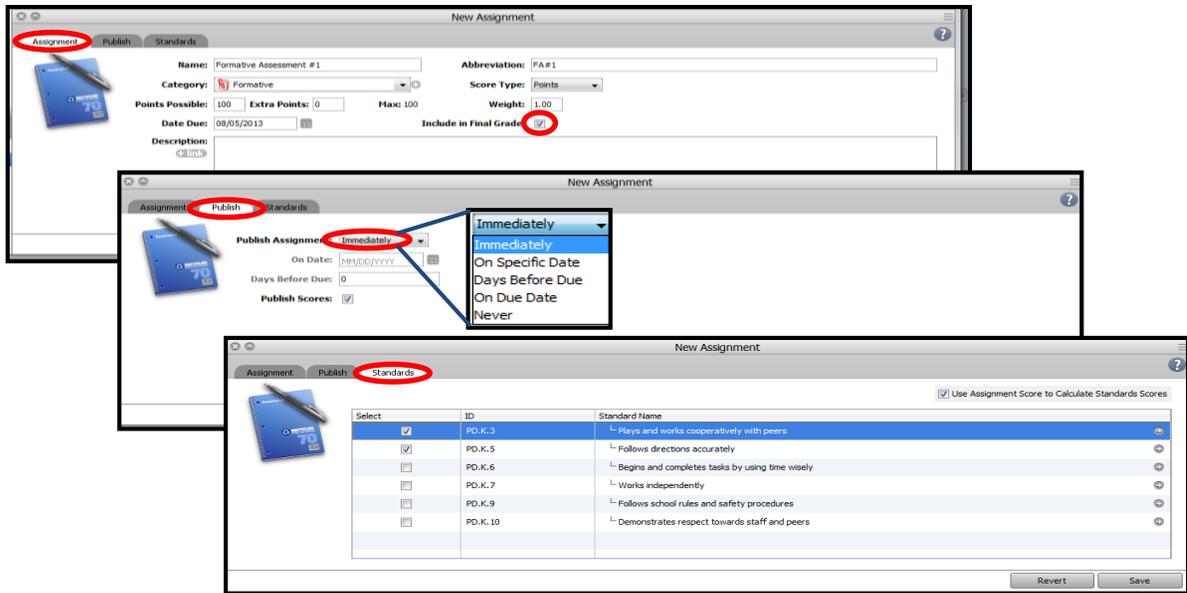
### Add Assignments

You can add assignments from the Assignments window or the **Scoresheet window** using the **Plus (+)** button. Alternately, you can right-mouse click if you are using a two-button mouse.

1. **MAKE SURE THE CORRECT TERM HAS BEEN SELECTED.**
2. Select a class from the **Classes pane**.
3. On the **Scoresheet window**, click the **Plus (+)** button above the student list. The **New Assignment window** appears at the bottom of the window (see graphic below).
4. **Enter the required information.**
5. Click **Save**.

**Note:** The **Standards** tab is new for those grade level and classes that standards have been entered. Check the checkbox to associate the standard to the assignment.





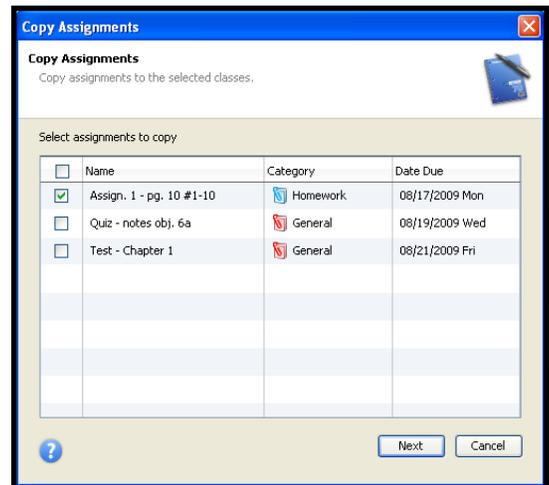
### View All Assignments in a List

1. Select a class from the **Classes pane**.
2. Double-click on the assignment, **basic information** about the assignment will appear below the student list or click the **Assignments** tab. The **Assignment window** displays class assignments and **basic information** about each assignment.

### Copy Assignments

You can use the Copy Assignment function to copy an assignment within a class or from one class to other classes. You can copy assignments from the Assignments window or the **Scoresheet window** using the gradebook menu bar or right-click on the assignment that is to be copied.

1. Select a class from the **Classes pane**.
2. Either choose **Tools > Copy Assignment** from the gradebook menu bar or right-click on the assignment to be copied and select **Copy Assignment**.
3. The **Copy Assignment window** opens.
4. Select the assignment(s) to be copied and click **Next**.
5. Select the classes the assignment(s) is to be copied into. Click **Ok**.



### Delete Assignments

1. Select a class from the **Classes pane**.
2. Select the assignment to be deleted by clicking on it.
3. Click on the **Minus (-)** button next to the list of assignments. A Delete Assignment dialog box will open, click the **Yes** button.

## Grade Setup

### Final Grades

Using a combination of options, you can control how Final Grades are calculated in your classes. **Grade Preferences** apply to ALL of your classes while **Grade Setup** applies to a SPECIFIC class and must be set up within each class.

### Grade Setup

Use final grade setup to specify how final grades will be calculated for students in EACH class.

### Final Grades and Categories

When setting up **categories**, you can use the *Include in Final Grade* checkbox indicate whether assignments within a category should be included in calculating final grades.

### Final Grades and Assignments

When setting up **assignments**, you can use the *Include in Final Grade* checkbox indicate whether assignments should be included in calculating final grades.

**Note:** The value set within an assignment overrides the value for the category the assignment belongs to.

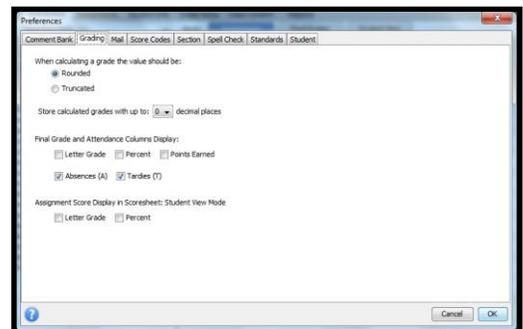
### Weighting

Final grade setup may involve weighting; however, weighting is not required. Weighting gives particular assignments, categories, or terms more value than others when determining final grades. The weight value is used to multiply the points earned and the points possible.

### Define Grade Preferences

Use the Preferences window to define how you want final grades to appear in PowerTeacher gradebook for ALL classes, either rounded or truncated. You can also indicate the number of decimal places you want to appear.

1. From the gradebook menu bar, choose **Tools > Preferences**. The **Preferences window** opens.
2. To indicate how you want final grades to be calculated, select the appropriate **When calculating a grade the value should be** option:
  1. **Rounded:** Rounds the number up or down to the nearest decimal point specified.
  2. **Truncated:** Cuts off the number at the specified number of places after the decimal.
3. Choose the number of digits to appear after the decimal point from the **Store calculated grades with up to** pop-up menu.
4. Select the **Final Grade Display** checkbox for how your grade will be displayed.
5. Click **OK** to save your changes.



6. Click on the Grading tab and deselect the boxes for Letter Grade, Percent, and Points Earned. This will hide those values from you as to not confuse you with showing the traditional grading.

### Grade Scales

PowerTeacher gradebook uses a default grade scale that is set up and managed by your school's district administrators. The grading scale is assigned to the course and can not be changed. You can view detailed information about the default grade scale or you can view the grade scale for a specific class.

### Calculating Final Grades – Setting up Reporting Terms

Total points method calculates final grades based on how many points a student has accumulated over the term divided by total points possible.

Term weight method calculates final grades based on the total points times the value (or weight) of each term.

Category weight method calculates final grades based on total points times the value (or weight) of each category or assignment.

#### Calculating Final Grades

1. Select a class from the Classes pane.
2. Click the Grade Setup tab. The Grade Setup window appears.
3. Click on the name of the reporting term you want to set up final grade calculations for.

**Note: Calculating Final Grade Using** options are based on the selected reporting term. You WILL NEED to complete this set up for EACH CLASS and EVERY REPORTING TERM.

4. Select the following for each reporting term:
  - a. Calculate Y1 (Year) final grade using **Term Weights**

**Calculate Y1 final grade using:**

Total points
 Number of low scores to discard:

Term weights

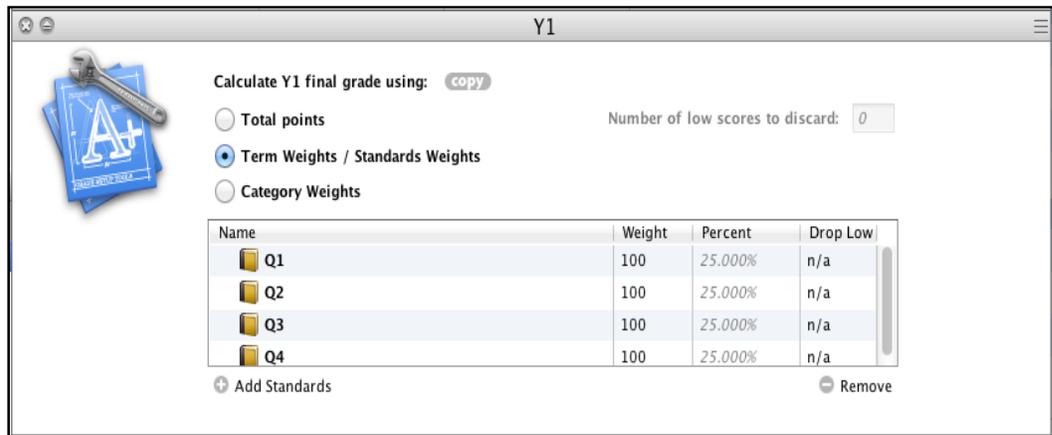
Category weights

Name	Weight	Percent	Drop Low
▶  S1	100	50.0%	n/a
▶  S2	100	50.0%	n/a

**Note:** The weight for S1 and S2 can be S1 = 50 and S2 = 50. As long as these two weights are the same, year calculations will be correct.

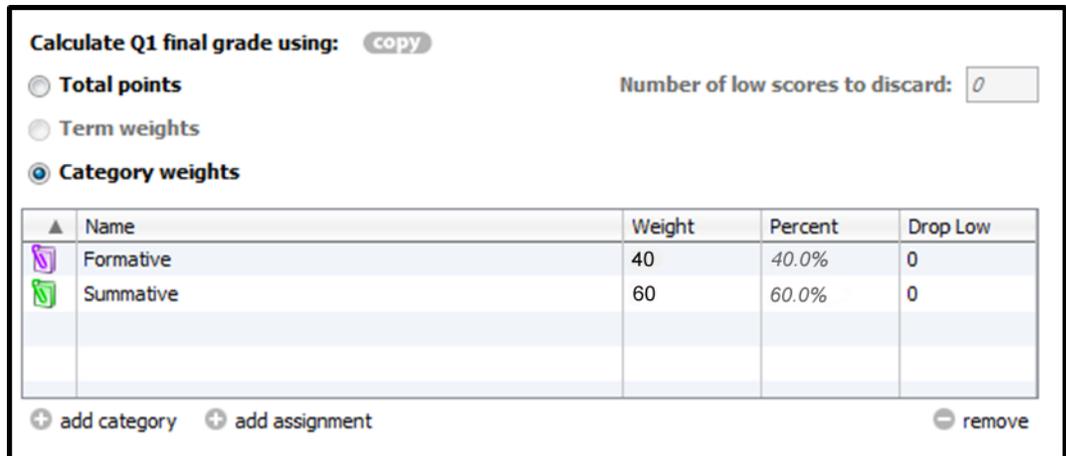
- b. Calculate S1 (First Semester) and S2 (Second Semester) final grade using **Term Weights**.

**Note:** Click in the **Weight** column for each term and change the weight as follows: Q1 = 45, Q2 = 45, E1 = 10.



- c. Calculate **Q1** (First Nine Weeks), **Q2** (Second Nine Weeks), **Q3** (Third Nine Weeks), and **Q4** (Fourth Nine Weeks) final grade using **Category Weights**.

**Note:** Click the add category **plus (+)** sign to add *Summative* and *Formative*. Add *Homework* if you are using it as a category. Change the **Weight** as follows: *Summative* = 60, *Formative* = 40 (if *Homework* is a category, *Formative* = 30 and *Homework* = 10).



**Remember:** You **MUST** set up **EACH CLASS** for **EVERY TERM**.