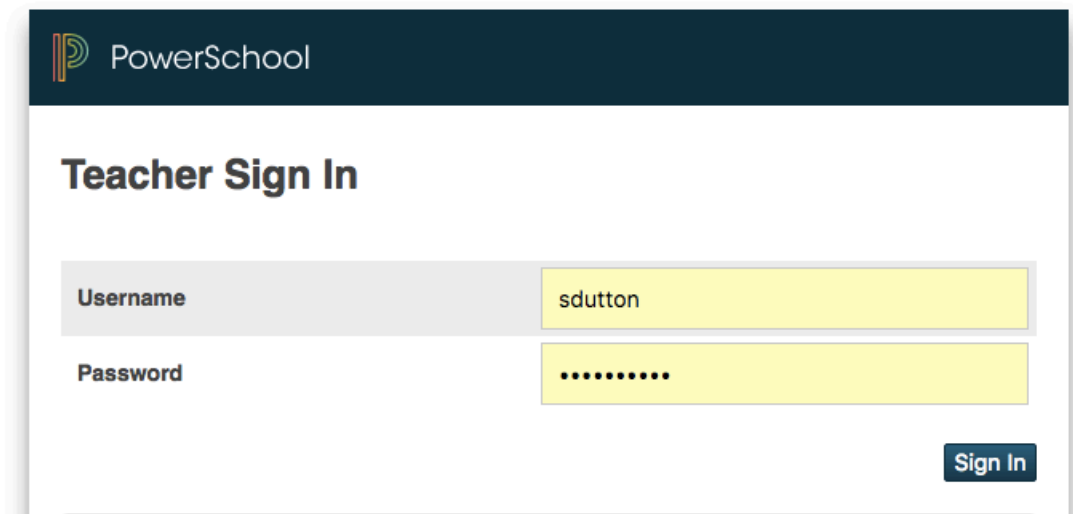


Weighting Grades In PowerTeacher Pro

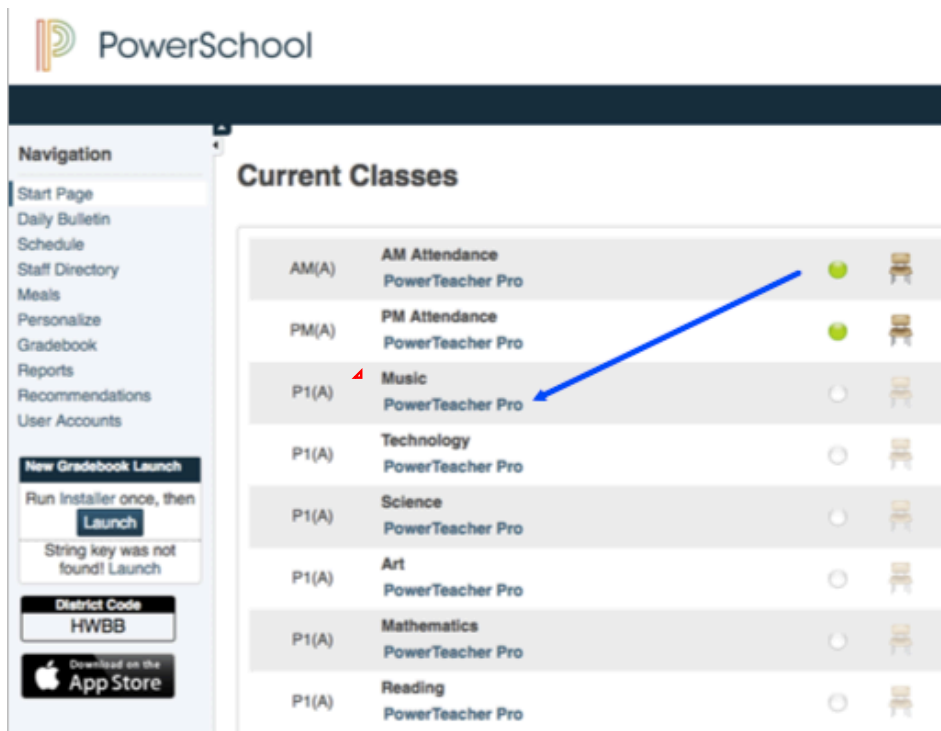
1. Login to PowerSchool

This is a tutorial on how to weight grades in PowerTeacher PRO. It was designed for schools using quarters, but the same method works for semesters as well.



The screenshot shows the PowerSchool login interface. At the top is the PowerSchool logo. Below it is the heading "Teacher Sign In". There are two input fields: "Username" with the text "sdutton" and "Password" with masked characters ".....". A "Sign In" button is located at the bottom right of the form.

2. Click on “PowerTeacher Pro” underneath the class you are editing.

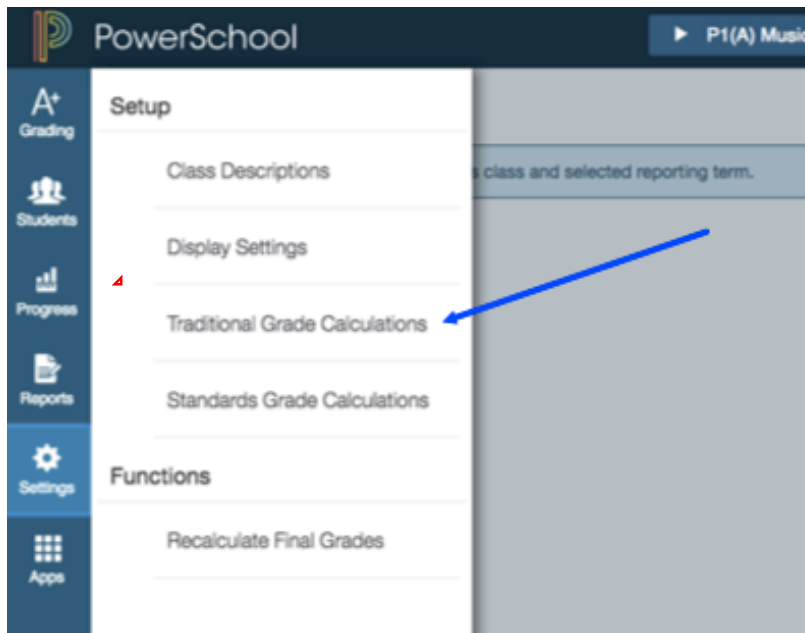


The screenshot shows the PowerSchool interface with a sidebar on the left and a main content area. The sidebar has a "Navigation" menu with options like "Start Page", "Daily Bulletin", "Schedule", "Staff Directory", "Meals", "Personalize", "Gradebook", "Reports", "Recommendations", and "User Accounts". Below the menu is a "New Gradebook Launch" section with a "Launch" button and a message "String key was not found! Launch". There is also a "District Code" field with "HWBB" and an "App Store" download button. The main content area is titled "Current Classes" and displays a list of classes. A blue arrow points to the "PowerTeacher Pro" link under the "Music" class row.

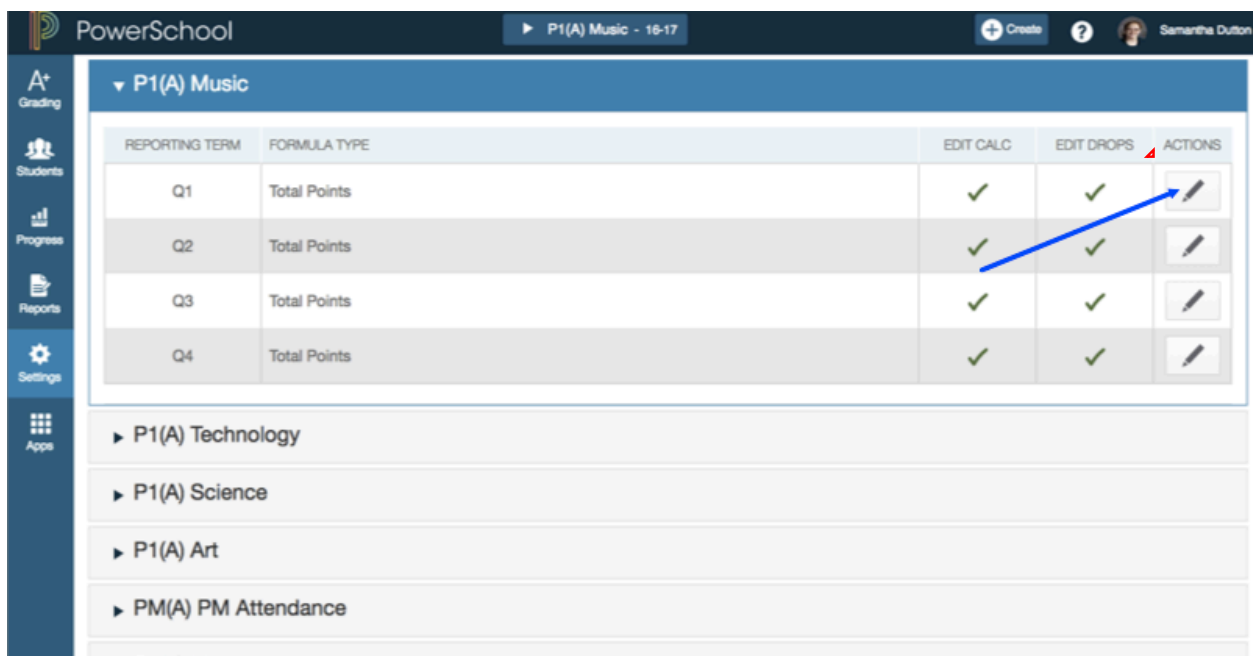
Class	PowerTeacher Pro
AM(A) AM Attendance	PowerTeacher Pro
PM(A) PM Attendance	PowerTeacher Pro
P1(A) Music	PowerTeacher Pro
P1(A) Technology	PowerTeacher Pro
P1(A) Science	PowerTeacher Pro
P1(A) Art	PowerTeacher Pro
P1(A) Mathematics	PowerTeacher Pro
P1(A) Reading	PowerTeacher Pro

Weighting Grades In PowerTeacher Pro

3. Click on “Settings” and then “Traditional Grade Calculations”



4. Click on the pencil under actions for Q1 to edit



Weighting Grades In PowerTeacher Pro

5. Change the type of grading from “Total Points” to “Category Weighting

Q1 Reporting Term for P1(A) Music ×

Formula Drop Low Scores

Calculate Overall Class Grade ☒

TYPE	ATTRIBUTE	WEIGHT	PERCENT	+
Total Points ^	Total Points	1	100%	–

Total Points

Standards Weighting

▲ Category Weighting

If Standards Type is selected, specific weights for each standard are defined by the administrator at the course level.

6. Click on the plus sign (+) to add categories
*Add the number of categories that you plan to use in grading

Q1 Reporting Term for P1(A) Music ×

Formula Drop Low Scores

Calculate Overall Class Grade ☒

TYPE	ATTRIBUTE	WEIGHT	PERCENT	+
Category Weighting ▼	■ Classwork ▼	1	100%	–

💬 If Standards Type is selected, specific weights for each standard are defined by the administrator at the course level.

Weighting Grades In PowerTeacher Pro

7. Change the “Total Points” to “Category Weighting”

*You will need to change this for each category that you add

Q1 Reporting Term for P1(A) Music
×

Formula

Drop Low Scores

Calculate Overall Class Grade
☒

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighting	Classwork	1	50%	+
Total Points	Total Points	1	50%	-

If Standards Type is selected, specific weights for each standard are defined by the administrator at the course level.

8. You can change the categories once they are added by clicking on the drop down menus

Q1 Reporting Term for P1(A) Music
×

Formula

Drop Low Scores

Calculate Overall Class Grade
☒

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighting	Classwork	1	25%	-
Category Weighting	Participation	1	25%	-
Category Weighting	Test	1	25%	-
Category Weighting	Homework	1	25%	-

If Standards Type is selected, specific weights for each standard are defined by the administrator at the course level.

Save

Weighting Grades In PowerTeacher Pro

9. Next you need to change the weights. The easiest way is to put the percentages you would like (make sure it equals 100% 😊).

Q1 Reporting Term for P1(A) Music

×

Formula

Drop Low Scores

Calculate Overall Class Grade ☒

TYPE	ATTRIBUTE	WEIGHT	PERCENT	+
Category Weighting	Classwork	30	30%	–
Category Weighting	Participation	30	30%	–
Category Weighting	Test	30	30%	–
Category Weighting	Homework	10	10%	–

If Standards Type is selected, specific weights for each standard are defined by the administrator at the course level.

Save

10. MAKE SURE YOU PRESS “SAVE”!!!

Q1 Reporting Term for P1(A) Music

×

Formula

Drop Low Scores

Calculate Overall Class Grade ☒

TYPE	ATTRIBUTE	WEIGHT	PERCENT	+
Category Weighting	Classwork	30	30%	–
Category Weighting	Participation	30	30%	–
Category Weighting	Test	30	30%	–
Category Weighting	Homework	10	10%	–

If Standards Type is selected, specific weights for each standard are defined by the administrator at the course level.

Save

Weighting Grades In PowerTeacher Pro

11. Here's the tough part: you will have to do this for **all four quarters** and for **all classes** in which you would like to weight your grades

The screenshot shows the PowerSchool interface for the 'P1(A) Music' class. The table below represents the data shown in the 'P1(A) Music' section:

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
Q1	Total Points	✓	✓	[Edit]
Q2	Total Points	✓	✓	[Edit]
Q3	Total Points	✓	✓	[Edit]
Q4	Total Points	✓	✓	[Edit]

Below the table, a list of classes is shown with red arrows pointing to them from the 'Edit Calc' and 'Edit Drops' columns of the table above:

- ▶ P1(A) Technology
- ▶ P1(A) Science
- ▶ P1(A) Art
- ▶ PM(A) PM Attendance
- ▶ P1(A) Mathematics

A 'Save' button is located at the bottom right of the interface.