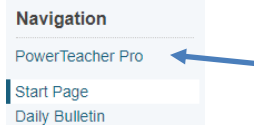


For GRADES 2-5

Logging In

1. Log in to PowerTeacher from my.ccps.us
2. Launch PowerTeacher Pro (top left of dashboard).
3. Select a class (top center of page).



▶ 2(A) 3rd gr Math - 17-18

Setting up Categories

Division policy

Formative 30% (Homework, Classwork, Participation, Notebooks) you set them up like you want as long as this grouping totals 30%

Summative 70% (Quiz, Test, Projects) you set them up like you want as long as this grouping totals 70%

1. Go to **Grading, Categories**

Categories

Show Inactive

ORDER	COLOR	CATEGORY NAME	CLASSES USING	ACTIVE	EDIT
▲ ▼		Classwork	All Classes (17-18)	✓	
▲ ▼		Homework	All Classes (17-18)	✓	
▲ ▼		Quiz	All Classes (17-18)	✓	
▲ ▼		Test	All Classes (17-18)	✓	

Legend

Icons District created category


The school symbol means category is set by the division. You cannot rename or change color settings but you can make it 'inactive' and set the Assignment Default to publish 'never' if you don't want to use this category.

- a. Edit - to make setting changes for your category.
 - i. Category tab – select classes by checking all your classes
 - ii. Assignment Defaults –
 1. score type to percent
 2. scoring points – total possible 'points' – ex: 100
 3. publish assignment – immediately – SAVE
 4. REPEAT for each category you plan to use - *Category weights for semester to follow.*
- b. Create - to add a category
 - i. Category tab - select classes, give category a name, choose color
 - ii. Assignment Defaults –
 1. score type – percent
 2. scoring points - total possible 'points' – ex: 100
 3. publish assignment – immediately - SAVE


Setting Up Category Weights

1. Go to **Settings, Traditional Grade Calculations**

2. Choose your first class, click on edit for **Y1**.

- Formula tab – click  to add 2 ‘types’ for each semester S1 and S2.
- Set each type to ‘term weighting’
- Set attributes are S1 and S2. Leave weight and percent alone. SAVE.

3. Click on edit for **S1**.


- Formula tab – click  to add 2 ‘types’ for each quarter Q1 and Q2.
- Set each type to ‘term weighting’
- Set attributes are Q1 and Q2. Leave weight and percent alone. SAVE.

4. Click on edit for **Q1**. Set category weights according to division policy (*see example below*).

Division policy is:

















Formative 30% (Homework, Classwork, Participation, Notebooks) *you set them up like you want as long as this grouping totals 30%*

Summative 70% (Quiz, Test, Projects) *you set them up like you want as long as this grouping totals 70%*


- Formula tab – click  to add the # of ‘types’ for each category you use in quarter Q1.
- Set each type to ‘category weighting’
- Set attributes, one for each category.
- Set weights. Leave percent alone. SAVE.

Formula





















Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighti... 	 Classwork 	<input type="text" value="20"/>	<input type="text" value="20%"/>	
Category Weighti... 	 Quiz 	<input type="text" value="10"/>	<input type="text" value="10%"/>	
Category Weighti... 	 Test 	<input type="text" value="40"/>	<input type="text" value="40%"/>	
Category Weighti... 	 Homework 	<input type="text" value="30"/>	<input type="text" value="30%"/>	


6. Copy Y1 to your other classes.

- Click on  (top right), Copy Traditional Grade Calculations
- Select ‘To Another Class’
- FROM section - Select term SY 2017-2018, then select class you are in
- TO section - Select SY 2017-2018, then check your other classes
- VALIDATE. Review summary – COPY.

- You’re done with setting up your gradebook for the year. How sweet it is!

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
S1	Total Points  A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.			
Q1	Total Points  A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.			
M1	Total Points  A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.			
Q2	Total Points  A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.			
E1	Total Points  A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.			

5. Copy Q1 to **Q2, Q3, Q4**

- Click on  (top right), Copy Traditional Grade Calculations
- Select ‘Within A Class’
- From section - Select the class you are in, then select reporting term Q1
- To section - Check Q2, Q3, Q4 – VALIDATE, COPY.