

For GRADES 9-12

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).

Navigation

PowerTeacher Pro

Start Page

Daily Bulletin

▶ 1(A-B) English 12 - S1

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)	✓	
▲ ▼		MidTerm/Final	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 gradebook.
 - 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
 - iii. Add one category for exams – ex: MidTerm/Final

Setting Up Weights for S1 and S2 Classes

1. Go to **Settings, Traditional Grade Calculations**
2. Choose a **S1** class from the top dropdown box.
3. Click on Edit  for S1.
4. Formula tab – click  to add 'type' for each reporting term that makes up S1 – there are 4 types for Q1, M1, Q2, E1
5. Set each type to 'term weighting'
6. Set each reporting term to the proper weight (see Figure 2 below)
 - a. Term weight, Q1, 4, 40%
 - b. Term weight, M1, 1, 10%
 - c. Term weight, Q2, 4, 40%
 - d. Term weight, E1, 1, 10% - SAVE

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Term Weighting	Q1	4	40%	-
Term Weighting	M1	1	10%	-
Term Weighting	Q2	4	40%	-
Term Weighting	E1	1	10%	-

Figure 2 - HIGH SCHOOL EXAMPLE for S1, S2











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.	✓	✓	

Figure 1 – Setting Up Category Weights

7. Edit **Q1** and 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 Drop Low Scores

Calculate Overall Class Grade






TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighti...	 Classwork	20	20%	-
Category Weighti...	 Quiz	10	10%	-
Category Weighti...	 Test	40	40%	-
Category Weighti...	 Homework	30	30%	-


Figure 3 - Example of 30% Formative (CW,HW); 70% Summative (Q,T)

8. Copy Q1 to Q2


- 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 - Select Q2 – VALIDATE, COPY

9. Edit M1 and E1






- Set type to 'category weighting', select attribute to 'midterm/final', and leave weight at 1 – SAVE.
- Repeat 'step a' for E1 – SAVE.

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighti...	MidTerm/Final	1	100%	

10. Copy S1

- Click on  (top right), Copy Traditional Grade Calculations
 - Select 'To Another Class'
 - From section - Select term S1, then select class you are in
 - To section - Select SY 2017-2018, then select your S1 and S2 classes
 - Review summary – COPY.
- Note that Q1 becomes Q3 and Q2 becomes Q4 for the S2 term. Sweet!

S1/S2 Visual for Term Weighing Setup (Repeat accordingly for S2, Q3, M2, Q4, E2)

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
S1	Term Weighting	✓	✓	
Q1	Category Weighting	✓	✓	
M1	Category Weighting	✓	✓	
Q2	Category Weighting	✓	✓	
E1	Category Weighting	✓	✓	



Q1 40%
M1 10%
Q2 40%
E1 10%

EXAMPLE:
HW 10%, CW 20% (formative)
Q 30%, T 40% (summative)



MT/F 100%




You may also use total points
(100%) for these if you did not
create a MidTerm/Final category.

Setting Up Weights for Y1 Classes

1. Go to **Settings, Traditional Grade Calculations**
2. Choose a **Y1** class from the top dropdown box.
3. Click on Edit  for Y1.
4. Formula tab – click  to add ‘type’ for each reporting term that makes up Y1 – there are 2 types.
5. Set each type to ‘term weighting’.
6. Set each reporting term to the proper weight (see Figure 2 below)

- a. Term weight, S1, 1, 50%
- b. Term weight, S2, 1, 50% - SAVE


7. Click on Edit  for **S1**.
8. Formula tab – click  to add ‘type’ for each reporting term that makes up S1 – there are 3 types.
9. Set each type to ‘term weighting’.
10. Set each reporting term to the proper weight
 - a. Term weight, Q1, 4, 40%
 - b. Term weight, Q2, 4, 40%
 - c. Term weight, E1, 2, 20% - SAVE. *(This is actually the midterm for a Y1 class)*

11. Click on Edit  for **S2**.
12. Formula tab – click  to add ‘type’ for each reporting term that makes up S2 – there are 3 types.
13. Set each type to ‘term weighting’.
14. Set each reporting term to the proper weight
 - a. Term weight, Q3, 4, 40%
 - b. Term weight, Q4, 4, 40%
 - c. Term weight, E2, 2, 20% - SAVE. *(This is the final exam for a Y1 class)*
15. Click on Edit  for **Q1**. *(Set category weights according to division policy).*

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%

16. Formula tab – click  to add ‘type’ for each category used for grading.
17. Set each type to ‘category weighting’
18. Set each category to the proper weight
(see example to the right)
 - a. Test 40%, Quiz 30%
 - b. Classwork 20%, Homework 10%












REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
Y1	Term Weighting	✓	✓	
S1	Term Weighting	✓	✓	
Q1	Category Weighting	✓	✓	
M1	Category Weighting	✓	✓	
Q2	Category Weighting	✓	✓	
E1	Category Weighting	✓	✓	
S2	Term Weighting	✓	✓	
Q3	Category Weighting	✓	✓	
M2	Category Weighting	✓	✓	
Q4	Category Weighting	✓	✓	
E2	Category Weighting	✓	✓	


Figure 1 – Setting Up Weights for Y1 Classes

Formula **Drop Low Scores**

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighti...	Classwork	20	20%	–
Category Weighti...	Quiz	10	10%	–
Category Weighti...	Test	40	40%	–
Category Weighti...	Homework	30	30%	–

19. Copy Q1 to Q2, Q3, and Q4.


- a. Click on  (top right), Copy Traditional Grade Calculations
- b. Select 'Within A Class'
- c. From section - Select the class you are in, then select reporting term Q1
- d. To section - Select Q2 – VALIDATE, COPY

20. Click on Edit  for M1 and E1.

- a. Set type to 'category weighting', select attribute to 'midterm/final', and leave weight at 1 – SAVE.












21. Repeat 'step a' for E1 – SAVE.

22. Copy Y1 setup to another class (*if applicable*)

- a. Click on  (top right), Copy Traditional Grade Calculations
- b. Select 'To Another Class'
- c. From section - Select term SY 2017-2018, then select class you are in
- d. To section - Select SY 2017-2018, then select your Y1 classes
- e. Review summary – COPY.

- Wah Lah! You've completed your gradebook setup for the year.

Y1 Visual for Term Weighting Setup

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
Y1	Term Weighting	✓	✓	
S1	Term Weighting	✓	✓	
Q1	Category Weighting	✓	✓	
M1	Category Weighting	✓	✓	
Q2	Category Weighting	✓	✓	
E1	Category Weighting	✓	✓	
S2	Term Weighting	✓	✓	
Q3	Category Weighting	✓	✓	
M2	Category Weighting	✓	✓	
Q4	Category Weighting	✓	✓	
E2	Category Weighting	✓	✓	

S1 50%
S2 50%

EXAMPLE:

HW 10%, CW 20% (formative)
Q 30%, T 40% (summative)

MT/F 100%

Even though M1/M2 won't be used, it gives the green check to show term is completely setup.

You may also use total points (100%) for these if you did not create a MidTerm/Final category.

Q1 40%
Q2 40%
E1 20% (this is the midterm)

Q3 40%
Q4 40%
E2 20% (this is the final exam)