For GRADES 9-12

Logging In

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

Setting up Categories

Division policy

<u>Formative 30%</u> (Homework, Classwork, Participation, Notebooks) you set them up like you want as long as this grouping totals 30% <u>Summative 70%</u> (Quiz, Test, Projects) you set them up like you want as long as this grouping totals 70%

1. Go to Grading, Categories

Categories			Show Inact	Show Inactive		
ORDER	COLOR	CATEGORY NAME		CLASSES USING	ACTIVE	EDIT
		Classwork	ŕ	All Classes (17-18)	 ✓ 	
		Homework	ŕ	All Classes (17-18)	~	
		Quiz	í.	All Classes (17-18)	 ✓ 	
		Test	ń	All Classes (17-18)	~	
		MidTerm/Final		All Classes (17-18)	 ✓ 	

Legend

Icons 🚈 District created category

The school symbol for 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 \bigcirc 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



PowerTeacher Pro [GRADEBOOK SETUP FOR THE SCHOOL YEAR]

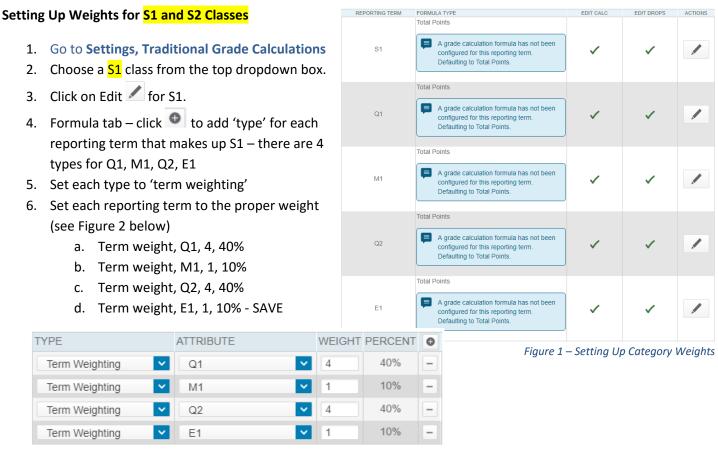


Figure 2 - HIGH SCHOOL EXAMPLE for S1, S2

7. Edit Q1 and set category weights according to division policy (*see example below*).

Division policy is:

<u>Formative 30%</u> (Homework, Classwork, Participation, Notebooks) you set them up like you want as long as this grouping totals 30% <u>Summative 70%</u> (Quiz, Test, Projects) you set them up like you want as long as this grouping totals 70%

Formula Drop Low Sco	res				
Calculate Overall Class Grade					
TYPE	ATTRIBUTE	WEIGHT	PERCENT	0	
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

- 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

9. Edit M1 and E1

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



10. Copy S1

- a. Click on (top right), Copy Traditional Grade Calculations
- b. Select 'To Another Class'
- c. From section Select term S1, then select class you are in
- d. To section Select SY 2017-2018, then select your S1 and S2 classes
- e. 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	~	\checkmark	
Q1	Category Weighting	~	\checkmark	
M1	Category Weighting	~	~	
Q2	Category Weighting	~	~	
E1	Category Weighting	\checkmark	~	
Q1 40% M1 10% Q2 40% E1 10%	EXAMPLE: HW 10%, CW 20% (formative) Q 30%, T 40% (summative)	(100%) f	00% also use total po or these if you dia MidTerm/Final c	d not

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PowerTeacher Pro [GRADEBOOK SETUP FOR THE SCHOOL YEAR]

Setting Up Weights for Y1 Classes

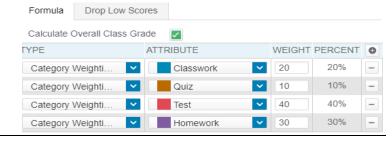
- 1. Go to Settings, Traditional Grade Calculations
- 2. Choose a Y1 class from the top dropdown box.
- 3. Click on Edit 🖊 for Y1.
- Formula tab click to add 'type' for each reporting term that makes up Y1 there are 2 types.
- 5. Set each type to 'term weighting'.
- Set each reporting term to the proper weight (see Figure 2 below)
 - a. Term weight, S1, 1, 50%
 - b. Term weight, S2, 1, 50% SAVE
- 7. Click on Edit 🖊 for <mark>S1</mark>.
- 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 <mark>S2</mark>
- 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 division policy).

Division policy is:

<u>Formative 30%</u> (Homework, Classwork, Participation, Notebooks) you set them up like you want as long as this grouping totals 30% <u>Summative 70%</u> (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'
- Set each category to the proper weight (see example to the right)
 - a. Test 40%, Quiz 30%
 - b. Classwork 20%, Homework 10%



Sylvia Anderson, Instructional Technology August 2017

filename: ptp gradebook setup 9-12 S1_S2_Y1.docx

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

Figure 1 – Setting Up Weights for Y1 Classes

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	\checkmark	\checkmark	
S1	Term Weighting	~	\checkmark	
Q1	Category Weighting	\checkmark	\checkmark	
M1	Category Weighting	~	\checkmark	
Q2	Category Weighting	~	\checkmark	
E1	Category Weighting	~	\checkmark	
S2	Term Weighting	~	\checkmark	
Q3	Category Weighting	~	\checkmark	
M2	Category Weighting	\checkmark	\checkmark	
Q4	Category Weighting	\checkmark	\checkmark	
E2	Category Weighting	~	\checkmark	

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)