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 Inactive	
ORDER	COLOR	CATEGORY NAME		CLASSES USING	ACTIVE	EDIT	
		Classwork	í de la como	All Classes (17-18)	 ✓ 		
		Homework	í=	All Classes (17-18)	 ✓ 		
		Quiz	í.	All Classes (17-18)	 ✓ 		
		Test	ć=	All Classes (17-18)	~	/	
		MidTerm/Final		All Classes (17-18)	\checkmark		

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 *I* 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]

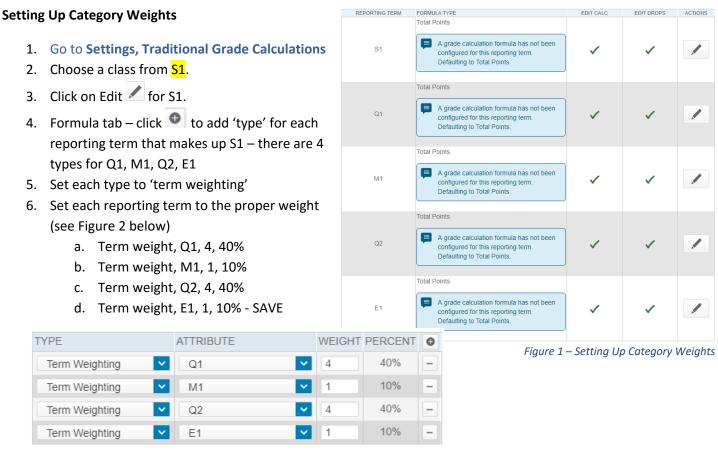


Figure 2 - HIGH SCHOOL EXAMPLE for S1, S2

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 Scores									
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%	-					

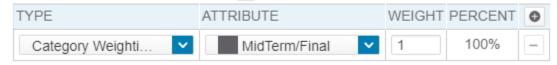
Figure 3 - Example of 30% Formative (CW,HW); 70% Summative (Q,T)

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!

3