

Setting up Your Gradebook in PowerTeacher Pro

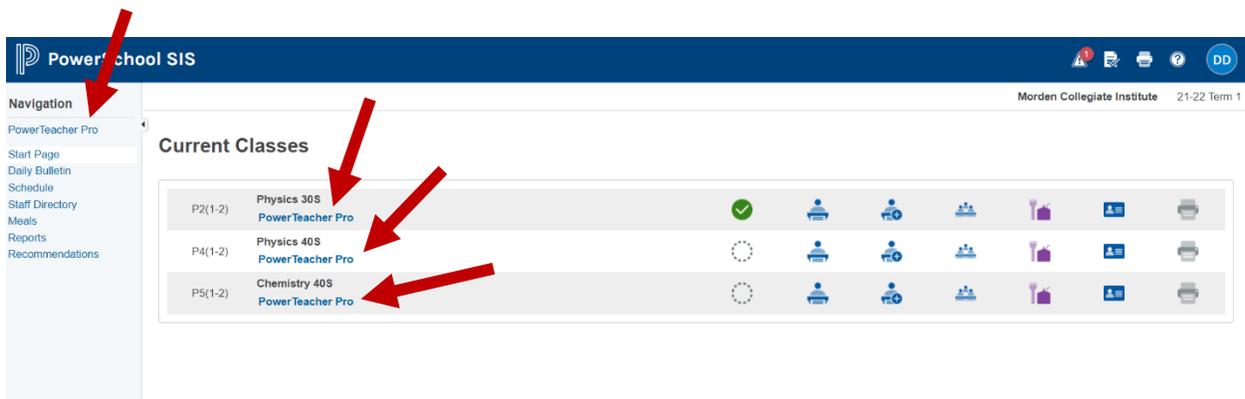
Part 1 - Setting up Categories

The first step in setting up your gradebook is ensuring that you have categories into which you will be assigning assessments. **If you have previously used the gradebook in PowerTeacher Pro in Western School Division, you will already have categories created.** However, you can still use the following process to create more categories or to double check that the ones you created are setup correctly.

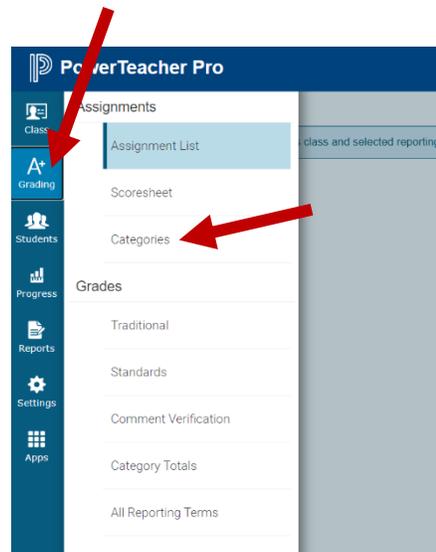
If your categories are already all setup, you could skip to *Part 2 – Setting Traditional Grade Calculations*.

1.) Sign into PowerSchool and select PowerTeacher Pro. The URL for PowerSchool is:

<http://westernsd.powerschool.com/teachers>

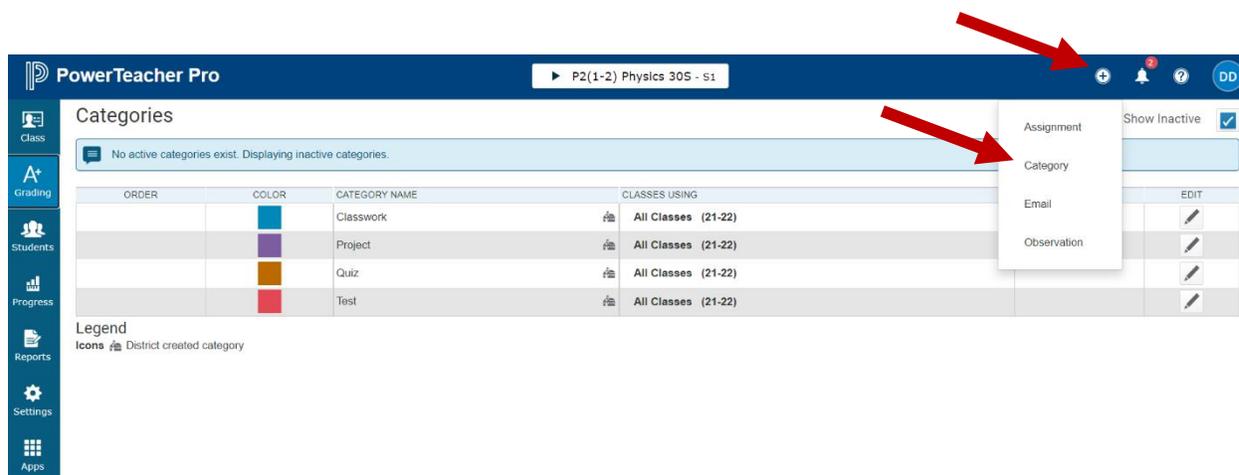


2.) Once in PowerTeacher Pro, select *Categories*, which is found in the **Grading** tab.



3.) On the categories page, you will see some categories that are set at the school level. You do not have to use these categories. You can create your own categories, but **if you have previously used PowerTeacher Pro, you should already have some categories created.** As such, you will not need to re-create these categories.

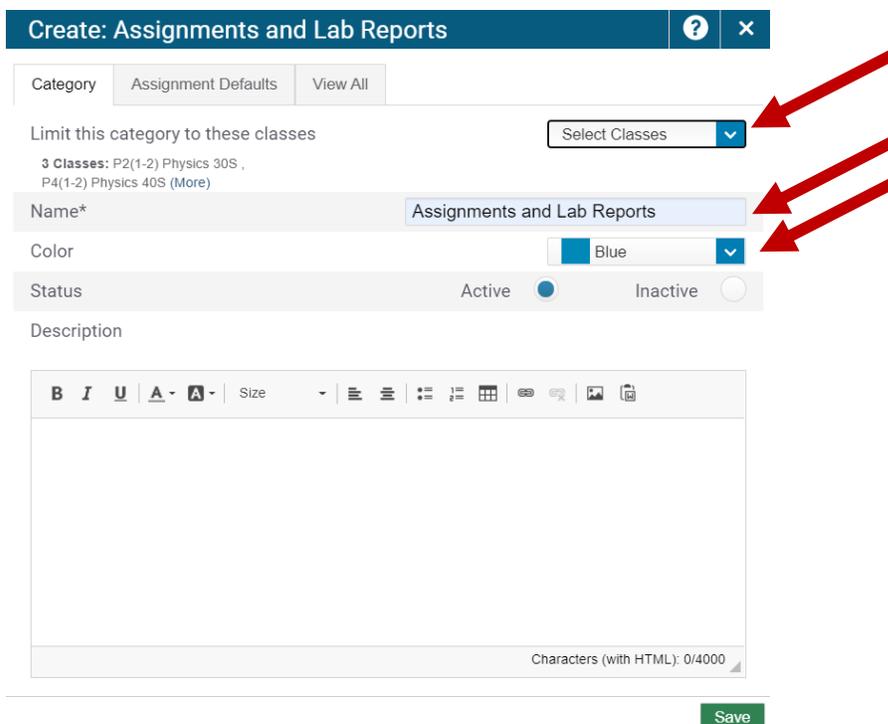
To create a category, select the  icon and then *Category*.



ORDER	COLOR	CATEGORY NAME	CLASSES USING	EDIT
	Blue	Classwork	All Classes (21-22)	
	Purple	Project	All Classes (21-22)	
	Orange	Quiz	All Classes (21-22)	
	Red	Test	All Classes (21-22)	

Legend
Icons District created category

4.) Use the *Select Classes* dropdown to select in which classes the category will be used. You will also need to name your category. You can also change the colour of the category, which will indicate the colour used to highlight the tasks in the category.



Create: Assignments and Lab Reports

Category Assignment Defaults View All

Limit this category to these classes Select Classes

3 Classes: P2(1-2) Physics 30S , P4(1-2) Physics 40S (More)

Name* Assignments and Lab Reports

Color Blue

Status Active Inactive

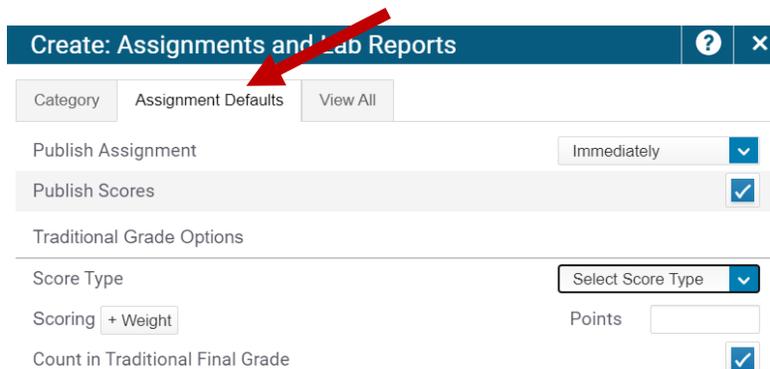
Description

Characters (with HTML): 0/4000

Save

- 5.) Select the **Assignment Defaults** tab. In this window you can set what the default options would be for assignments that are created in this category. **This is not where you will assign the weight to the category.**

In this window, you can determine what the default publishing options would be for an assignment, as well as how you will typically score an assignment in this category.

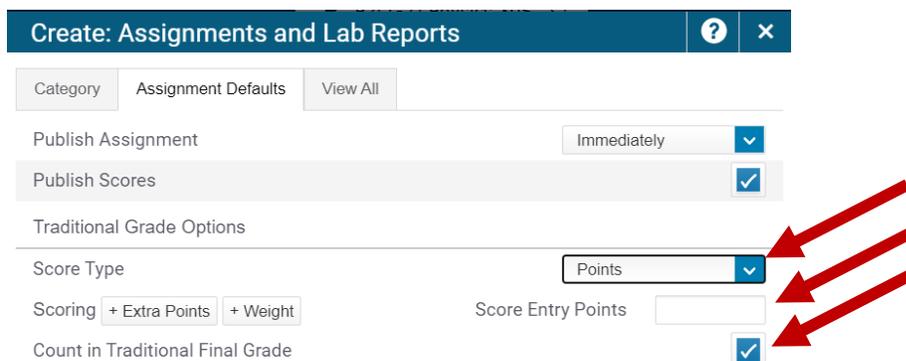


The screenshot shows the 'Create: Assignments and Lab Reports' window with the 'Assignment Defaults' tab selected. A red arrow points to the 'Assignment Defaults' tab. The window contains the following settings:

- Category: Assignment Defaults (selected), View All
- Publish Assignment: Immediately (dropdown)
- Publish Scores:
- Traditional Grade Options
- Score Type: Select Score Type (dropdown)
- Scoring: + Weight (input), Points (input)
- Count in Traditional Final Grade:

If you typically score an assignment based on an assigned point total, you can select the **Score Type** drop down to select **Points**. If you generally have the same points assigned to your tasks (i.e. every task is scored out of 5) you could also enter that value beside **Score Entry Points**.

If you want the tasks to count towards the students' grade, be sure to leave the check box selected.



The screenshot shows the 'Create: Assignments and Lab Reports' window with the 'Assignment Defaults' tab selected. Red arrows point to the 'Points' dropdown, the 'Score Entry Points' input, and the 'Count in Traditional Final Grade' checkbox. The window contains the following settings:

- Category: Assignment Defaults (selected), View All
- Publish Assignment: Immediately (dropdown)
- Publish Scores:
- Traditional Grade Options
- Score Type: Points (dropdown)
- Scoring: + Extra Points (input), + Weight (input), Score Entry Points (input)
- Count in Traditional Final Grade:

There are other options under the **Score Type** heading that you can consider, such as entering scores as a percentage. There are also options consider assignment weighting and additional points, but this is likely best considered when a specific assignment is created.

Once you have setup the category, select **Save**.

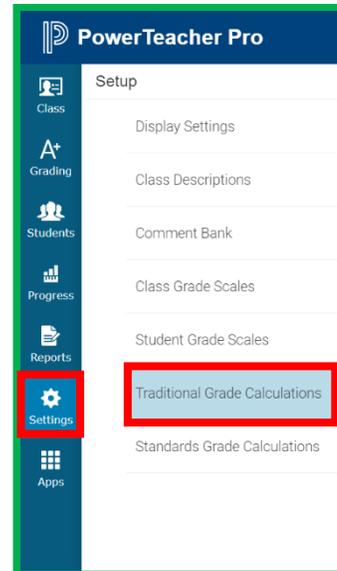
Then you can add any other categories that you will be using.

If your course has a final exam, you will need to generate a *Final Exam* category.

Part 2 – Setting Traditional Grade Calculations (Category Weighting)

A category is not assigned its weighing on the initial setup of the category. Rather, your gradebook weighting is setup through the *Traditional Grade Calculations* setup.

- 1.) In the **Settings** menu, select **Traditional Grade Calculations**.



- 2.) Each of the four reporting terms needs to be setup so that their associated grades are correctly calculated.

T1 (Term 1) – grade at the end of the first reporting period or midterm of the first semester

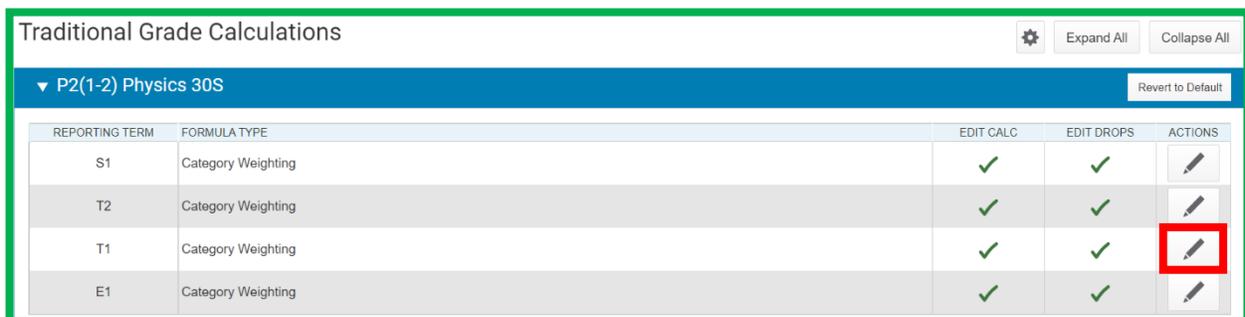
T2 (Term 2) – grade at the end of the first semester, **excluding the final exam**

E1 (Semester 1 Exam) – mark received on the final exam

S1 (Semester 1 Final Mark) – final grade at the end of semester 1, **including the final exam**

The second semester has a similar setup except with T3, T4, E2, and S2.

Start by editing **T1**



REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
S1	Category Weighting	✓	✓	
T2	Category Weighting	✓	✓	
T1	Category Weighting	✓	✓	
E1	Category Weighting	✓	✓	

3.) In this document we will look at setting up grade calculations based on **Category Weighting**.

When you first setup your grade calculation for T1, there will be one row of information that you can edit.

Start by using the **TYPE** drop-down box to select **Category Weighting**.

Then use the **ATTRIBUTE** drop-down box to select a previously created category used in your gradebook.

In the **WEIGHT** box, identify the weighting given to the category. This most likely reflects what was identified in your course outline. *You do not need to account for the absence of an exam mark in T1. PowerTeacher will account for this, as indicated in the **PERCENT** column.*

Finally, use the “+” icon to add additional rows for your other categories.

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighting	Assignments an...	30	42.86%	+
Category Weighting	Tests	40	57.14%	-

4.) After setting up T1, you can go on to do the same with T2. You can also use the **Copy Traditional Grade Calculations** feature to copy the T1 setup to both T2 and S1.

Start by selecting **Copy Traditional Grade Calculations** that drops-down when you click on the tool cog in the top right corner.

At this point, you want to copy **Within A Class**.

Even though S1, my have an exam, you could copy the T1 setup to both T2 and S1. Then you can go to S1 and add the exam later.

Copy Terms: Within A Class (selected) | To Another Class

From Class: Class: P2(1-2) Physics 30S S1 | Reporting Term: T1 (Category Weighting)

To Class: Reporting Term: S1 (Category Weighting), T2 (Category Weighting), E1 (Category Weighting)

Recalculate Final Grades:

Once you have selected the terms, you can select **validate**, which will allow you to double check your selection before submitting the change.

5.) If you have a final exam in your course, edit S1 by adding a final exam category.

Traditional Grade Calculations ⚙️ Expand All Collapse All

▼ P2(1-2) Physics 30S Revert to Default

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
S1	Category Weighting	✓	✓	
T2	Category Weighting	✓	✓	
T1	Category Weighting	✓	✓	
E1	Category Weighting	✓	✓	

S1 Reporting Term for P2(1-2) Physics 30S [X]

Formula Drop Low Scores

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighting	Assignments an...	30	30%	-
Category Weighting	Tests	40	40%	-
Category Weighting	Final Exam	30	30%	-

If the calculation type is Standards Weighting and the attribute is either Specific Weighting or Specific Sum, weights must be defined for each standard by the administrator at the course level. If the teacher security permissions are set to edit specific weights, then weights can be defined on the Specific Weights tab.

6.) Finally, **regardless of whether you have a final exam**, go to edit E1.

If you have a final exam, then setup the **Final Exam** category. Because this is the only category associated with E1, the weight can be any number greater than zero.

E1 Reporting Term for P2(1-2) Physics 30S [X]

Formula Drop Low Scores

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighting	Final Exam	1	100%	-

If the calculation type is Standards Weighting and the attribute is either Specific Weighting or Specific Sum, weights must be defined for each standard by the administrator at the course level. If the teacher security permissions are set to edit specific weights, then weights can be defined on the Specific Weights tab.

If your course does not have a final exam, unselect the *Calculate Overall Class Grade* box.

E1 Reporting Term for P2(1-2) Physics 30S [X]

Formula Drop Low Scores

Calculate Overall Class Grade

7.) If you have classes with the same weighting, you can copy the setup of the four terms to another class using the **Copy Traditional Grade Calculations** feature.

Copy Traditional Grade Calculations [X]

Copy Terms Within A Class To Another Class

From Class

Term Semester 1 (21-22) [v]

Class P2(1-2) Physics 30S S1 [v]

To Class

Term Semester 1 (21-22) [v]

Class Select Classes [v]

P4(1-2) Physics 40S

Recalculate Final Grades