

## PowerTeacher Final Grade Setup

Set up the final grade weighting for **ALL** quarters, semesters and year.

- Click the **Grade setup** tab.
- Click the correct term.

Click GRADEBOOK SETUP

Reporting Term	Start	End
Y1	06/01/2008 Sun	05/30/2009 Sat
Q1	06/01/2008 Sun	11/30/2008 Sun
Q2	09/01/2008 Mon	11/30/2008 Sun
Q3	12/03/2008 Wed	05/30/2009 Sat
Q4	12/03/2008 Wed	02/15/2009 Sun
	02/16/2009 Mon	05/30/2009 Sat

Click the arrow to open up the setup on the bottom of the screen

- Choose the final grade setup method you will use in your classroom: total points, term weights or category weights.

Calculate final grade using:

Total points  
 Term weights  
 Category weights

Number of low scores to discard:

Name	Weight	Percent	Drop Low
Q1	25	50.0%	n/a
Q2	25	50.0%	n/a

- Click Save to save your changes.
- **Repeat for remaining terms** or use the copy feature to copy grade calculation methods from class to class.
- **YOU MUST SET UP A GRADE CALCULATION METHOD FOR ALL QUARTERS, SEMESTERS AND YEAR FOR EACH CLASS.**
- Once you have completed the setup for a class, you can **Copy the Final grade setup** for all classes or classes that will use the same grade calculation method.
- From the **Menu Bar**, select **Tools>Copy Final Grade Setup**
- Select **Entire Class**
- Click OK.
- Put a check in the box for the classes you want to paste the final grade setup. If all classes are the same and you are going to use the same calculation method for each class, you should put a check in all of the boxes
- Click Next.
- A copy grade setup verification window will open. **Verify** that the Selection Summary Source is correct and the To Be Copied To: class(es) is/are correct.
- Click **Finish**.