Power Teacher Grade Book Calculations for High School Digital Teaching and Learning County Office

1. **Welcome** and Log in to Power Teacher
2. Launch grade book
3. First things first – You must save and **recalibrate** regularly in order to verify grade accuracy. Practice this now.
   - Go to *File* and click "Refresh Class Info" in the dropdown menu
   - Go to *Tools* and click "Recalculate Final Scores"
4. **Grade Setup** – In order for the gradebook to calculate correctly each teacher needs to setup each reporting term for each of his/her classes. EVERY YEAR!

F1 Calculations – Final Grade for Year Long and Semester Courses
- Make sure the current classes for the current school year are selected and displaying in the classes pane.
- Select **Grade Setup** from the top tabs
- Click on the arrow to open the calculation screen for F1
- Select **Term Weights** – the weighting area will pop up. This will look different for yearlong (S1 and S2) and semester courses (N1 and N2). The weights are the same.
   - Change both **S1** and **S2 (or N1 and N2)** to 37.5 = 37.5%
   - Change the **EO or E1** to 25 = 25%
   - Change **E11** to 0% unless you teach graduation project.
   - Graduation Project teachers must change **N1, N2, E1, E11** to 25% each and save. During second semester the Exam slots are named **E2, E22**.
- Click **Save**
- Click **Copy** next to Calculate **F1** final grade using:

Calculate F1 final grade using: copy

- Select Entire class, click **OK**
- Place a check mark in all of your other classes
- Click **Next**
- Click **Finish** (this copies the F1 setup into all of your classes)

S1 Calculations – First Semester (Year long courses only)
- Make sure the current classes for the current school year are selected and displaying in the classes pane.
- Select **Grade Setup** from the top tabs
- Click on the arrow to open the calculation screen for **S1**
- Select **Term Weights** – the weighting area will pop up. You should see **N1 & N2**, 1st and 2nd nine weeks, for the first semester.
- Both will be weighted at 100 = 50% each
- Click **Save**
- Click Copy (next to Calculate S1 final grade)
- Select Entire class, click **OK**
- Place a check mark in all of your other classes
- Click **Next**

- Click **Finish** (this copies the **S1** setup into all of your classes)
- **Repeat this process for S2**
- Click **Next**
- Click **Finish**

N1 Calculations – 1st 9 Weeks (Year long and Semester courses)
- Make sure Current Classes for the current school year is selected and displaying in the Classes pane
- Click on the first class listed in the Classes Pane
- Select **Grade Setup** from the Top Tabs
- Click on the arrow to open the Calculation Screen fro **N1** (First nine weeks)
- Determine if you will use **Total Points** or **Category Weights** to calculate the nine weeks grade. **This cannot change once you have selected the first term**.

  - **TOTAL POINTS**
    - Select Total Points
    - Save
    - Select **Copy** (next to Calculate **N1** final grade using:)
    - Copy **N1** only into **N2**, **N3**, & **N4**
    - Copy again, this time Entire class
    - Select all of your classes
    - Click Next
    - Click Finish

  - **CATEGORY WEIGHTS**
    - Select **Category Weights**
    - Click on **+ Add Category**
    - Click on all of the Categories that you are going to weight for the nine weeks grade (some of these may be custom)
    - Click **OK**
    - Assign weighting to each of the categories, making sure that the total of all the weights equals 100%
    - Click **Save**
    - Select **Copy** (next to Calculate **N1** final grade using:)
    - Copy **N1** only
    - Click **OK**
    - Select **N2**, **N3**, & **N4**
    - Click **Next**
    - Click **Finish**
    - Select **Copy** again, this time Entire class
    - Click **OK**
    - Select all your other classes
    - Click **Next**
    - Click **Finish**

5. Manually changing final grades
- Select a class from the Classes pane
- Click the Scoresheet tab, then click Final Grades mode
- Choose the reporting term
- Click the final grade field to select the student

- Do one of the following:
  a. From the gradebook menu bar, choose **Tools > Score Inspector**
  b. If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**
  c. If using a two-button mouse, right-click and select **Score Inspector**
- The **Final Grade Score Inspector** dialog displays the final grade details
- Select the **Manual Override** checkbox
- Enter the new percent in the **Percent** field, if applicable
- Enter final grade text in the **Comment** field, if applicable
- You can use the **Previous** and **Next** arrows to repeat for each student, if applicable (Note: The final grade field appears shaded until you click **Save**. The final grade appears bolded, italicized, and with a red circular exclamation point ("!") if a comment was entered, a blue circular "C" also appears.
- Comments can be entered manually or by using the Smart Text Comment Bank. Previous and Next arrows can be used to add comments for each student, if applicable.
- Click Save on the Schoresheet window. A blue circular "C" appears within the selected student final grade field.

6. Marking Final Grade Completion
- Click on the **reporting term status bar** (N1 In Progress). This is found in the Section Readiness Summary area (The gray area above your students and below the Scoresheet, Assignments, etc. tabs). The Final Grades Completion Status dialog box appears.
- Select the **Final Grades Complete** checkbox
- Enter a comment in the [Term] Stats Comment field (you can submit a comment without checking the Final Grades Complete checkbox)
- Click **OK**. The "reporting term status" bar will change to a green hue once this process is complete.

7. Comments – Do not use special characters ever!

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