# Tutorial: PowerTeacher Gradebook Final Grade Setup

Scenario

This article is a tutorial on final grade setup in PowerTeacher Gradebook. In this scenario, a teacher must complete the final grade setup for a year long class. The school uses seven terms: one year, two semester and four quarters.

Final grade setup in PowerTeacher Gradebook affects all students in a particular class; it is not possible to create a final grade setup for one student that is different from another student within the same class.

Accessing Final Grade Setup
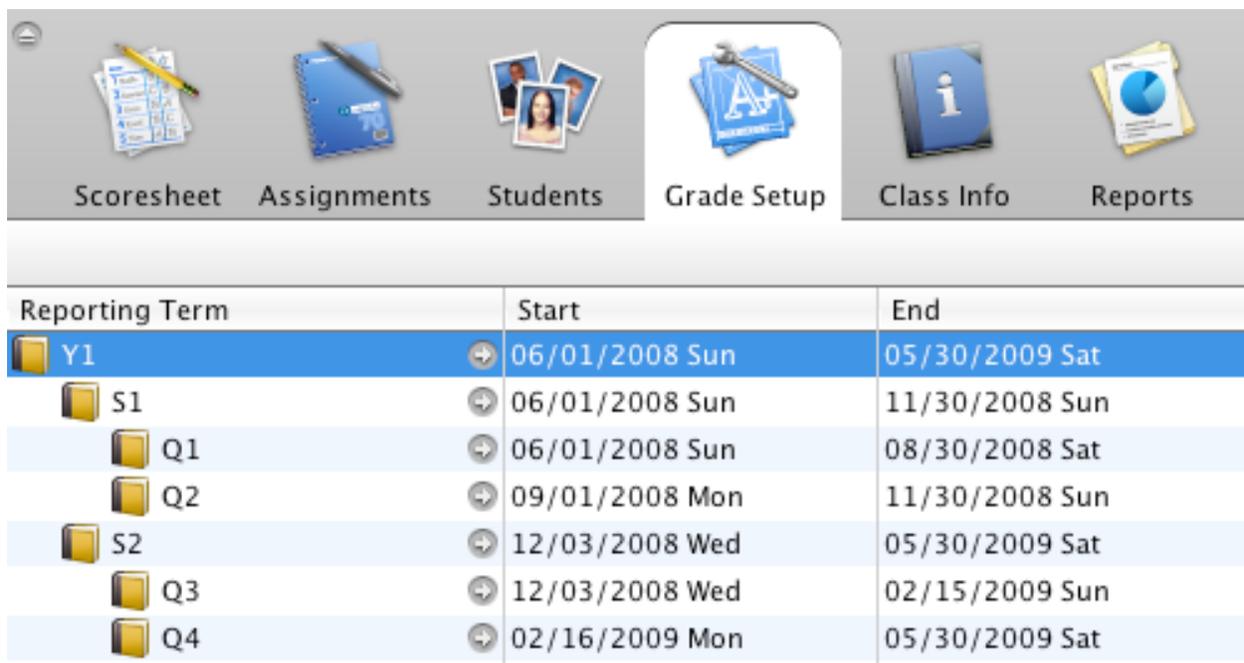
To access Final Grade Setup in PowerTeacher Gradebook, click on the Grade Setup tab.

The dates and reporting terms seen in PowerTeacher Gradebook are created by the PowerSchool administrator.

Example: The setup for the reporting terms above can be seen in the image below. The first line in the image displays the final grade terms for 2008-2009 year long classes. If the class in PowerTeacher Gradebook was offered during Semester 1, the teacher would only see S1, Q1 and Q2 on the Grade Setup tab.

Category Weights

Use this option to calculate the final grade based on assignments and/or assignment categories.

Category Weights Setup:

1. On the **Grade Setup tab** in PowerTeacher, click on a **reporting term** in the upper portion. The bottom portion of the page includes the options for Total Points, Term Weights, or Category Weights.
2. Mark the bubble to select " **Category weights**."
3. Click on " **add category**" to view a list of categories already created in the gradebook.
4. Select the categories to use in the final grade and click OK.
5. Click on " **add assignment**" to include an assignment in final grade calculation, such as a term project.
6. Allocate the appropriate **weight** to the category or assignment. It is common to enter weights that equal 100, however, it is possible to enter any weight above or below 100; PowerTeacher Gradebook will calculate the percent weight of each grade.

	Name	Weight ▼	Percent
	Quiz	420	45.2%
	Project	230	24.7%
	Homework	160	17.2%
	Test	120	12.9%

7. Click on the zero listed under " **Drop low**" to change the value. This option directs PowerTeacher Gradebook to exclude the lowest score in a particular category when calculating the final grade. This option is not available for assignments.
8. Click **Save**.

Note: PowerTeacher assignments can be excluded from final grade calculation. Click on the Assignments tab and select the assignment name to verify whether the "Include in Final Grade" box is checked.

Example: Q1 final grade based on the selected assignments/categories due during the term.

Total Points

Use this option to calculate the final grade based on the total points possible for all assignments in the class.

To view a list of points possible:

1. Click on the Assignment tab.
2. Select the appropriate reporting term from the drop-down menu.
3. Review the list of values in the Points Possible column.
4. To sort the Points Possible column, click on the Points Possible title bar.

Name		Abrv	Category		Points Possible ▼	Weight	Date Due
Term Assignment	⊕	TmAss	📝	Project	50	1.00	08/10/2008 Sun
Test 1	⊕	T 1	📝	Test	35	1.00	09/30/2008 Tue
Pop Quiz 1	⊕	PQz1	📝	Quiz	20	1.00	11/10/2008 Mon
Quiz 1	⊕	Qz1	📝	Quiz	15	1.00	09/15/2008 Mon
Homework 1	⊕	HW 1	📝	Homework	10	1.00	09/01/2008 Mon

Total Points Setup:

1. On the **Grade Setup tab** in PowerTeacher, click on a **reporting term** in the upper portion. The bottom portion of the page includes the options for Total Points, Term Weights, or Category Weights.
2. Mark the bubble to select " **Total points**."
3. Enter value in the " **Number of low scores to discard**" field, if appropriate. This option directs PowerTeacher Gradebook to exclude the lowest assignment score within the term dates when calculating the final grade.

Example: Q2 final grade based on total points possible for all assignments due during the term.

Students (17)	(Q2) Final Grade			Homework 1 09/01/2008 LTR	Quiz 1 09/15/2008 pts: 15	Test 1 09/30/2008 pts: 35	Pop Quiz 1 11/10/2008 pts: 20
Adair, Brandon	A	99%	69/70	B	15	35	19
Adams, Corby	A	97%	68/70	B+	14	34	20
Adams, Julie	A–	92%	59.6/65	A	12	30	20
Ahlberg, Emmy	B	86%	56/65	A–	12	29	18
Aikinson, Andy	A	100%	70/70	B–	13	28	29

Term Weights

Use this option to calculate the final grade based on term weight.

Term Weights Setup:

1. On the **Grade Setup tab** in PowerTeacher, click on a **reporting term** in the upper portion. The bottom portion of the page includes the options for Total Points, Term Weights, or Category Weights.
2. Mark the bubble to select "**Term weights**."
3. The available terms will display in the table. It is not possible to select additional terms. If no terms display in the table, then it is not possible to use Term Weights for the selected reporting term. This situation usually occurs using the smallest/shortest term. For example, if any of the quarter terms were selected, the table would be blank because there aren't any terms that occur within the quarter.
4. Allocate the appropriate **weight** to each term. It is common to enter weights that equal 100, however, it is possible to enter enter any weight above or below 100; PowerTeacher Gradebook will calculate the percent weight of each grade. It is also possible to enter "0" in order to exclude a particular term from the calculation.
5. Click **Save**.

Example: S1 final grade based on the Q1 and Q2 final grades. Using Term Weights excludes the calculation of total points or assignment/category scores for the S1 term.

Example: Y1 final grade based on S1 and S2 final grades. S1 and S2 have smaller/shorter terms within them (Q1, Q2, M1, Q3, Q4, F1).

Note: If smaller/shorter terms are set up within the expanded view, they will be used to calculated the selected final grade. For this reason, do not set up or save the smaller/shorter terms in the expanded state unless they are final grades used for Y1 calculation. Otherwise, final weighting may be different than expected. For example if there are semesters and quarters for a year long term calculation, then either the semesters or the quarters can be chosen but not both. When S1 is collapsed and is saved, that is specifying that S1 is being used directly in term weighting and Q1 and Q2 are n/a. However if Q1 and Q2 weighting is desired, then expand S1. This grays out S1 and displays Q1 and Q2 for editing their weights to the Y1 calculation. This design prevents teachers from double counting grades. For example this prevents a user from making the Y1 calculation 50% Q1 and 50% S1. This would be double counting Q1 because it is already included in the S1 calculation.

Example: Y1 final grade based on the S1 and S2 final grades. Using "0" as a weight essentially excludes the S2 final grade.

Calculate final grade using:

◯ **Total points**   Number of low scores to discard: [0]

◉ **Term weights**

◯ **Category weights**

▲	Name	Weight	Percent	Drop Low
▢	S1	100	*100.0%*	n/a
▢	S2	0	*0.0%*	n/a

Note: It is not possible to assign a particular number of low scores to drop using this option. However, the final grade calculation will take into consideration any settings for the terms used to calculate the final grade.

Using Term Weights

For example, S1 is calculated as follows:
Q1: 40%
Q2: 40%
E1: 20%

At some point early in the school year, the teacher may have Q1 assignment scores entered, but nothing yet for Q2 or E1. Later, Q1 and Q2 would be entered, but nothing yet for E1. Since PowerTeacher Gradebook calculates S1 based on Q1, Q2, & E1, how does it calculate S1 when one or more of those final grade terms are blank?

Consider the following scenarios. Bear in mind that in either case, the total weight of all terms used in the calculation needs to add up to 100% (in order to reflect an accurate grade).

Scenario #1 - Q1 grades are entered; Q2 & E1 are blank.
Example:
Q1: A 90%
Q2: (blank)
E1: (blank)

Scenario #2 - Q1 & Q2 grades are entered; E1 is blank.
Example:
Q1: A 90%
Q2: B 80%

E1: (blank)

Scenario #3 - Q1 & E1 grades are entered; Q2 is blank.
Example:
Q1: A 90%
Q2: (blank)
E1: C 72%