

PowerTeacher Gradebook: How to Adjust Category Weights at Anytime¹

Categories are the types of assignments you give (such as homework, tests, etc.). Most teachers use these to determine their grading structure. For example: Homework as 25% of the overall grade, tests as 20% of the overall grade, etc.

Sometimes you might choose to adjust these during a quarter:

- For example, if you give fewer quizzes than you anticipated during a quarter, you might choose to make quizzes be a lower value.
- Or for example if a quarter's project assignments were particularly tough for the class, you might choose to make the project grade be a lower value.

To change the category weights for a class at any time, follow these steps below:

1. Pick a class on the upper left side of the screen.
2. Click on the "grade setup" tab at the top of the screen.
3. Double click on the current quarter (if it is Quarter 2, double-click on Q2).
4. Click on the number currently in the "weight" category for a category and change it as desired.

Calculate Q2 final grade using: copy

Total points Number of low scores to discard:

Term weights

Category weights

▲	Name	Weight	Percent	Drop Low
	Homework	30	30.0%	0
	Project	25	25.0%	0
	Quiz	25	25.0%	0
	Test	20	20.0%	0

+ add category + add assignment - remove

5. Click "save" when done. Now that section and quarter is changed. Remember that this is only for this one class.

¹ Most teachers choose to use category weights. If you choose to use Total Points, then this is not applicable to you.