

PowerTeacher Gradebook: How to Do Participation Grades

You can include participation grade(s) in your grading.

First, if you use Category Weights in Your Gradebook, make sure that you have a category that includes participation grade(s):

1. Click on “tools” then “categories” at the top of the screen.
2. By default, it has 4 categories. You can use these; delete them; change them, add to them; etc.

To include participation grades, you would want to either create a category just for participation (i.e. “**Participation**”) **or** you could have a category called “**Classwork**” where you will include both participation grade(s) and any classwork grade(s).

The screenshot shows the 'Category' dialog box in PowerTeacher Gradebook. On the left, a sidebar lists existing categories: Homework (highlighted in blue), Project, Quiz, and Test. The main dialog area is titled 'Category' and contains the following fields and options:

- Name:** Homework
- Abbreviation:** HW
- Color:** Blue (dropdown menu)
- Points Possible:** 10
- Extra Points:** 0
- Score Type:** Points (dropdown menu)
- Include in Final Grade:**
- Publish Assignment:** Immediately (dropdown menu)
- On Date:** MM/dd/yyyy (calendar icon)
- Days Before Due:** 0
- Publish Scores:**
- Description:** (empty text area)

At the bottom left of the dialog, there are two buttons: a '+' button and a '-' button, both of which are circled in red. At the bottom right, there are 'Cancel' and 'Close' buttons.

- Click the **+** button to add a category. Click the **-** button while a category is highlighted to delete it.
- Every category needs to have a unique name, abbreviation, and color.
- Setup all the categories you might use in any of your classes.
- The choices in the bottom half of the screen (points possible, extra points, etc.) are just defaults. You can change these or leave them as they appear by default.

3. When you're done, click the "close" button. Just repeat the above steps to edit a category in the future BUT once you start using a category, be careful not to delete it (also be careful about changing it).

Next, now you just have to create at least one assignment with a participation grade. Here are a couple of different ways that people handle it (it depends on your preference):

- 1) You can assign multiple participation grades during a quarter. For example, once per month or whatever interval you choose.

Or

- 2) You can assign a single participation grade for the entire quarter. You could assign this at the end of the quarter, or you could periodically update it during the quarter.

You can view the "How to Create Assignments and Record Scores" handout for a step-by-step on how to create an assignment and record scores for it.