

PowerTeacher Gradebook: How to Setup Your Gradebook

Setup your Categories

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.

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.

The screenshot shows the 'Category' configuration window. On the left, a list of categories is shown: Homework (selected), Project, Quiz, and Test. On the right, the configuration form for the 'Homework' category is displayed. The form includes the following fields and options:

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

At the bottom left of the category list, there are two buttons: a '+' button and a '-' button, both of which are circled in red. At the bottom right of the window, 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).

Setup your Grading Structure

You need to decide if you will use “category weights” or “total points”.

- Category weights means something like Homework as 25% of the overall grade, tests as 20% of the overall grade, etc.
- Total points means all the grades are average together (regardless of whether homework, test, etc.) and you manually assign a higher value to assignments of more importance (like a test).

Most teachers use category weights as it usually is much easier to manage and it ensures that each category of assessment (homework, test, etc.) has a value relative to its importance. As a result, these directions will show you how to use category weights (if you want to use “total points” instead, let us know and we can help).

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. Choose “category weights”.
5. Click the + button and pick the categories you want to use.
6. Fill in the “weight” you want to give each category. For example 30 for homework (which would be 30%), 25 for Project (25%), etc.

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

7. Click “save” when done. Now that section and quarter is done.
8. Next, click the “copy” button (white text on a gray oval shape), then choose the first “copy” choice to copy the setup to the other quarters for that class.
9. Then, click the “copy” button again and choose the second “copy” choice to copy the setup to the other sections that you teach.
10. Now all of your classes are setup the same. If you want a certain class to be different, then you can manually go to that class and do the same thing.