



Log in



Click Gradebook

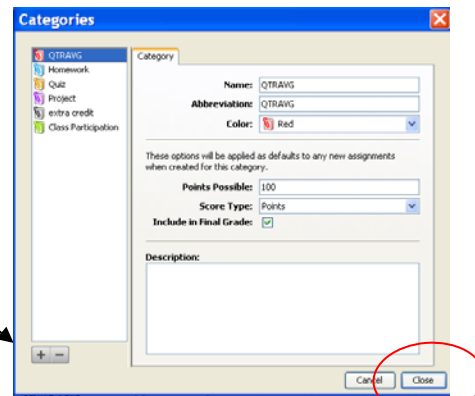


Click Launch Gradebook

1- From the Menu Bar, select Tools>Categories.

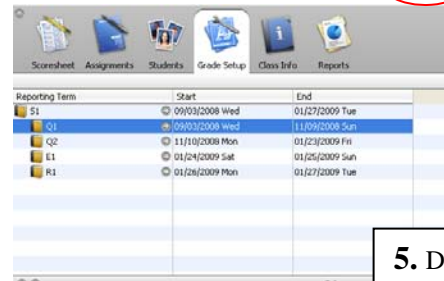


2- Add a new category
Name: QTRAVG
Abbreviation: QTRAVG
Color: Choose a color
Points Possible: 100
Score Type: Points
Include in Final Grade:
 Close.



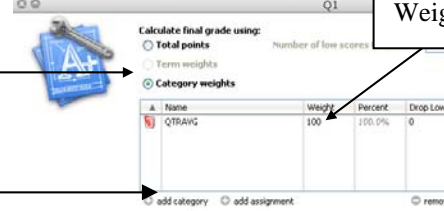
3- Click **Grade Setup** on the Navigation Bar.
 Click on Q1. Click Category Weights. Click Add Category.
 Set checkbox to QTRAVG. OK.
 Double-click the Weight field and set to 100%. **Save.**

1. Click on Q1.



2. Click Category Weights.

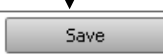
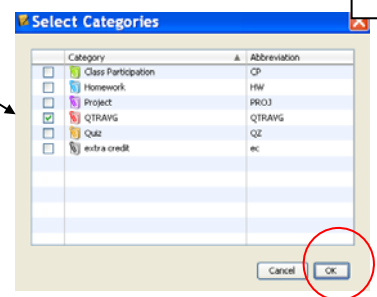
3. Click add category.



5. Double-click the Weight field and type 100.

4. Click in QTRAVG box to . Then, click OK.

6. Click Save.



4- Next, click Assignments Tab. **Click (+).**

Name: QTR1

Abbreviation: QTR1

Category: QTRAVG

Score Type: Points

Points Possible: 100

Weight: 1.00

Date Due: Pull down the calendar and set the date toward the end of QTR1—you may need to modify this later since PowerSchool is time-sensitive. QTR 1 end date is approximately 11/14/08.

Include in Final Grade: . **Click SAVE.**

5- Now, repeat Step 4 (create a new assignment) for **QTR2, QTR3, and QTR4.**

NOTE: CLICK (+) FOR EACH NEW ASSIGNMENT AND THEN SAVE IT.

Change **Date Due** as appropriate:

QTR2--Date Due approximately 1/25/09.

QTR3--Date Due approximately 4/3/09.

QTR4--Date Due approximately 6/15/09.

6-IF APPLICABLE, you will need to create a new category for Exams (X1-Midterm, R1-Jan. Regents, X2-Final Exam (Jan or June), or R2-June Regents). Tools>Categories. Click (+).

Name: EXAM

Abbreviation: EXAM

Color: Choose a color

Points Possible: 100

Score Type: Points

Include in Final Grade:

Close.

7- Click **Grade Setup** on the Navigation Bar. Click on **X1** (or whatever exam you need). Click Category Weights. Click Add Category. Set checkbox to EXAM. OK. Set weight at 100%. **Save.**

8- Next, click Assignments Tab. Click (+).

Name: Midterm**

Abbreviation: X1

Category: EXAM

Score Type: Points

Points Possible: 100


Weight: 1.00

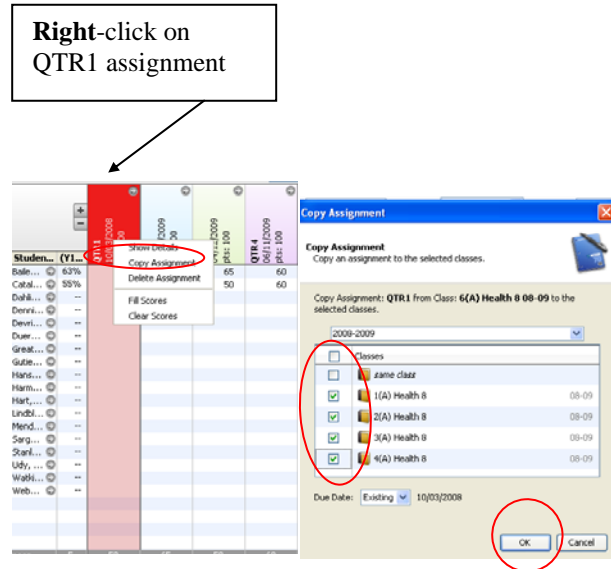
Date Due: **Enter a date within the date range

Include in Final Grade:

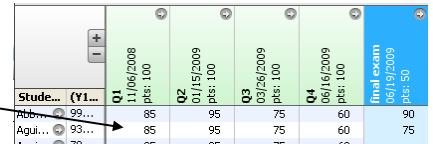
CLICK SAVE. Repeat Step 8 for whatever exams you have (X1, X2, R1, R2).

** - Midterm (X1) is used as an example—this could be a final or Regents also.

9- Go to Scoresheet Tab  which now shows QTR1,QTR2,QTR3,QTR4 as assignments. IF APPLICABLE, IT WILL ALSO SHOW EXAMS. To copy each assignment to other classes, **right-click** on QTR1 assignment. Click Copy Assignment. Copy Assignment screen appears. **Check off classes to copy to.** Click OK. Repeat this for QTR2, QTR3, QTR4, and EXAM assignments.



10- At the end of the quarter, just go to the intersection of the appropriate quarter and the student's name and enter the final grade. **Remember, you may have to modify the Date Due per assignment depending upon the Quarter's End Date.**



MIDDLE SCHOOL

The image shows the Middle School PowerTeacher interface with the Scoresheet tab selected. Below the navigation bar is a table of reporting terms.

Reporting Term	Start	End
Y1	09/03/2008 Wed	06/26/2009 Fri
Q1	09/03/2008 Wed	11/07/2008 Fri
P1	09/03/2008 Wed	10/10/2008 Fri
P2	11/07/2008 Fri	12/19/2008 Fri
Q2	11/10/2008 Mon	01/16/2009 Fri
Q3	01/19/2009 Mon	03/27/2009 Fri
P3	01/19/2009 Mon	02/27/2009 Fri
Q4	03/30/2009 Mon	06/17/2009 Wed
P4	03/30/2009 Mon	05/15/2009 Fri
X2	06/18/2009 Thu	06/21/2009 Sun
R2	06/22/2009 Mon	06/25/2009 Thu

HIGH SCHOOL

The image shows the High School PowerTeacher interface with the Scoresheet tab selected. Below the navigation bar is a table of reporting terms.

Reporting Term	Start	End
Y1	09/03/2008 Wed	06/26/2009 Fri
Q1	09/03/2008 Wed	11/14/2008 Fri
P1	09/03/2008 Wed	10/10/2008 Fri
Q2	11/17/2008 Mon	01/25/2009 Sun
P2	11/17/2008 Mon	12/19/2008 Fri
X1	01/26/2009 Mon	01/27/2009 Tue
R1	01/28/2009 Wed	01/30/2009 Fri
Q3	02/02/2009 Mon	04/03/2009 Fri
P3	02/02/2009 Mon	03/06/2009 Fri
Q4	04/06/2009 Mon	06/15/2009 Mon
P4	04/06/2009 Mon	05/15/2009 Fri
X2	06/16/2009 Tue	06/17/2009 Wed
R2	06/18/2009 Thu	06/25/2009 Thu