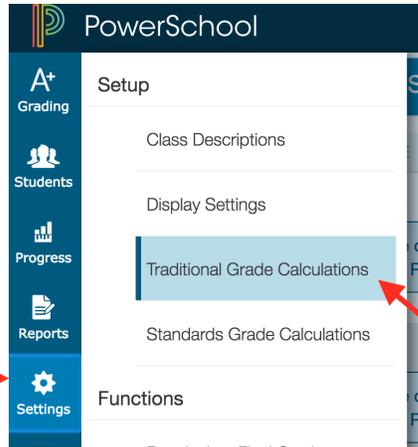


PowerTeacher Pro - Setting up Weighted Grades

1. Open PowerTeacher Pro
- Click Settings



2. Click:
Traditional Grade Calculations

3. Click the pencil on right to edit the term from Total Points

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
Y1	Term Weighting	✓	✓	
S1	Term Weighting	✓	✓	
Q1	Total Points	✓	✓	
Q2	Total Points	✓	✓	

A message box below the Q2 row states: "A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points."

4. Click the dropdown for total points and change to Category Weights.

Q1 Reporting Term for P1(1-4)

Formula: Drop Low Scores

Calculate Overall Class Grade:

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Total Points	Total Points	1	100%	

A dropdown menu is open for the 'TYPE' column, showing options: Total Points, Standards Weighting, and Category Weights (circled in red).

5. Insert proper weight

6. Click + to add another Category

7. The weights need to sum to 100%

Formula Drop Low Scores

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighting	 Quiz	25	25%	+
Category Weighting	 Homework/Cla...	15	15%	-
Category Weighting	 Assessment	50	50%	-
Category Weighting	 Misc. Documents	10	10%	-

 If Standards Type is selected, specific weights for each standard are defined by the administrator at the course level.

8. Click Save

Save

Traditional Grade Calculations

9. Click dropdown to close.
Click the next dropdown to
choose the following class.

▶ P1(1-4)

▶ P2(1-4)

▶ P58(1-4)

▶ P7(1-4)

▶ P8(1-4) -----

▶ ADV(1-4) -----