



PEARSON  
PowerTeacher

ONLINE GRADE BOOK  
NEW SCHOOL YEAR SETUP

HOW TO SET UP WEIGHTED GRADES

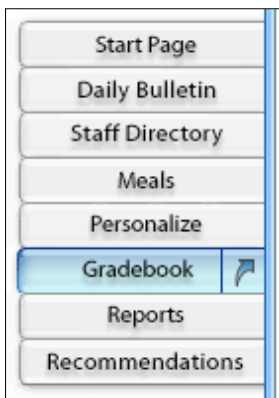
 **GUIDE SHEET**

VERSION 92510

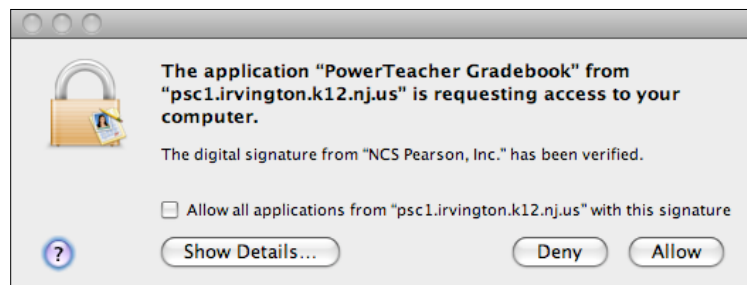
## Getting Started - Launching The Gradebook

PowerTeacher is a web-based, full featured grade book that simplifies the tasks teachers perform daily by creating a central repository for; entering grades, assessing student alerts and demographic information, so teachers can freely work from anywhere there is an Internet connection.

Go to <http://psc.irvington.k12.nj.us/teachers/pw.html>



1. Log on to PowerTeacher using your username and password.
2. On the Start page, click **Gradebook**, Scroll down the page and click **Launch Gradebook**.
3. Select “Allow all applications from *psc1.irvington.k12.nj.us* with this signature.” This option allows the gradebook to launch securely automatically, then click the **ALLOW** button shown below.



5. You should now see the grade book application on your screen (shown on Page 2)

## Getting Started - The Setup Process

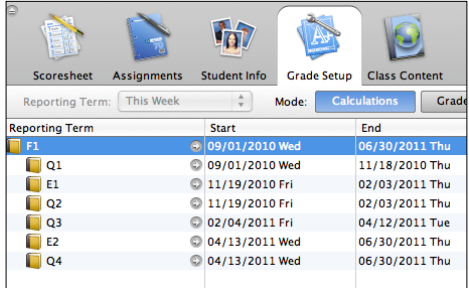
Reporting Term	Start	End
F1	09/01/2010 Wed	06/30/2011 Thu
Q1	09/01/2010 Wed	11/18/2010 Thu
E1	11/19/2010 Fri	02/03/2011 Thu
Q2	11/19/2010 Fri	02/03/2011 Thu
Q3	02/04/2011 Fri	04/12/2011 Tue
E2	04/13/2011 Wed	06/30/2011 Thu
Q4	04/13/2011 Wed	06/30/2011 Thu

When setting up your grade book at the beginning of the year, four actions need to take place in order to have accurate grading and student reporting:

1. **Final Grade Setup:** End of Year Final Average - F1
2. **Category Weights Setup:** Class Work, Home Work, Projects, Tests & Quizzes
3. **Quarterly Grade Setup:** Q1, Q2, Q3, Q4 and All Classes
4. **Exam Grade Setup:** Midterm Exams **E1** and Final Exams **E2**

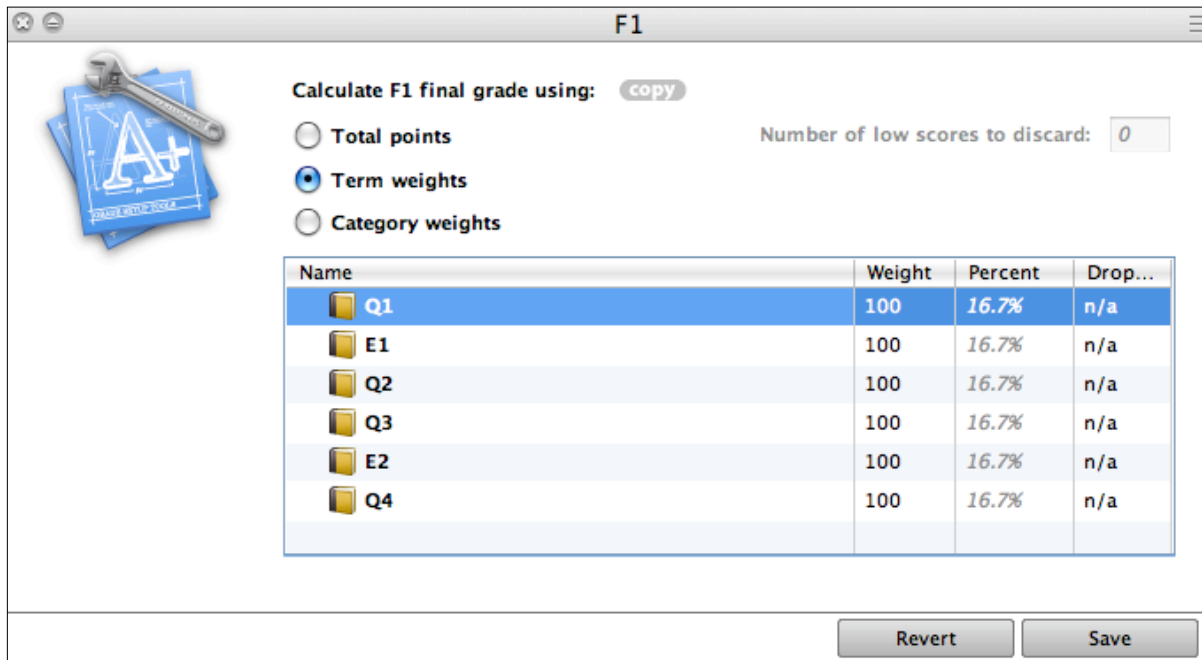
## Setup – F1 Final Grade

Log into Power Teacher, On the Start page, click **Gradebook**, Scroll down the page and click **Launch Gradebook**.



Go to the **Grade Setup** button on the top menu.

1. Double Click on “F1” for the “Reporting Term”
2. Select “Term Weights”
3. Click “Q1” and enter 20 as the weight



### TEACH QUARTERLY OR SEMESTER CLASSES?

#### FOR CLASSES LASTING ONLY 1 QUARTER:

Enter “100” for that specific quarter and then enter “0” for all remaining quarters.

Enter “0” for both E1 and E2 if midterms or final exams are not required.

#### FOR CLASSES LASTING ONLY 1 SEMESTER:

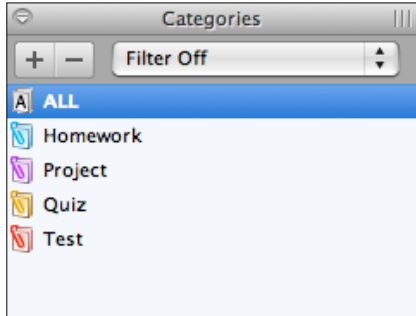
Enter “100” for that specific semester and then enter “0” for all remaining semester.

Enter “0” for both E1 and E2 if midterms or final exams are not required.

4. Click “E1” and enter 10 as the weight
5. Click “Q2” and enter 20 as the weight
6. Click “Q3” and enter 20 as the weight
7. Click “E2” and enter 10 as the weight
8. Click “Q4” and enter 20 as the weight
9. Click Save

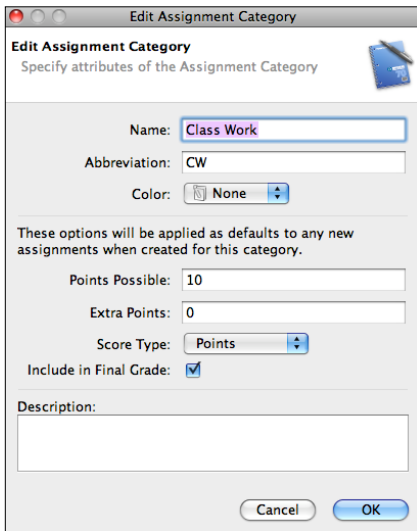
## Setup – Categories

### Class Work, Home Work, Projects, Tests & Quizzes



Go to the Categories Pane on the bottom left corner.

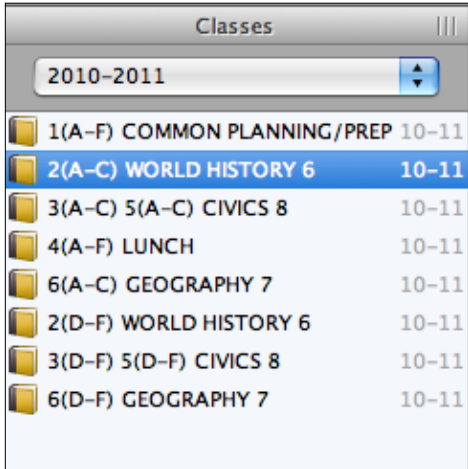
1. Add or Delete categories as needed per District guidelines.



2. Give Category a name and Abbreviation

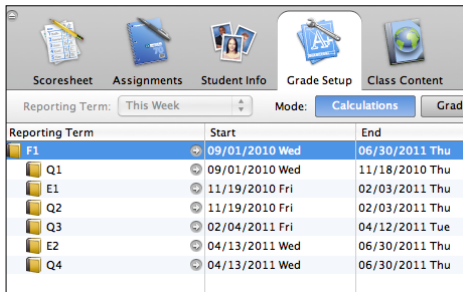
Now that your categories have been created, we need to put them into the Q1 Reporting Term and weight them.

## Setup – Quarterly Weighting Q1



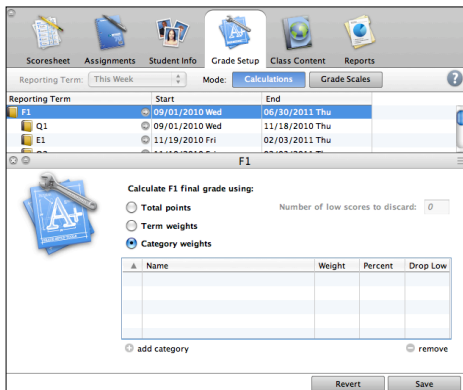
Go to the Grade Setup button on the top menu.

1. Select a Class (not a prep period) that want to work with by clicking on the particular period.



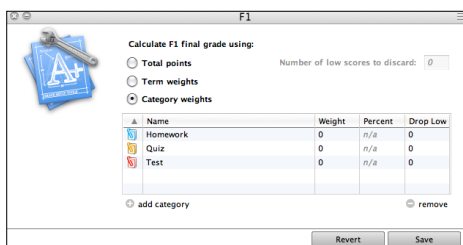
Go to the Grade Setup button on the top menu.

1. From the “Classes” Pane select a class to work with.
2. Click on “Q1” for the “Reporting Term”



Double Click on “Q1” Reporting Term

3. Select “Category Weights”
4. Click the **+ add category** button to show all categories
5. Select all the categories you want to weight, click OK



6. Now click on the “weight” for a given category and enter in the percentage.

7. Click the save button on the bottom left corner of your screen.

## Setup – Quarterly Weighting Q2, Q3, Q4

Now that grade weighting is set up for the class you selected in Q1, now let us “copy” our weighting setup to all our other reporting terms.

The screenshot shows the 'Grade Setup' window with a table of reporting terms. A context menu is open over the 'Q1' row, showing options to 'Copy Grade Setup -- Q1 Only' and 'Copy Grade Setup -- Entire Class'. Below the table, the 'Q1' configuration is shown, including radio buttons for 'Total points', 'Term weights', and 'Category weights' (which is selected). A table lists categories like Class Work, Homework, Project, Quiz, and Test with their respective weights and drop low values.

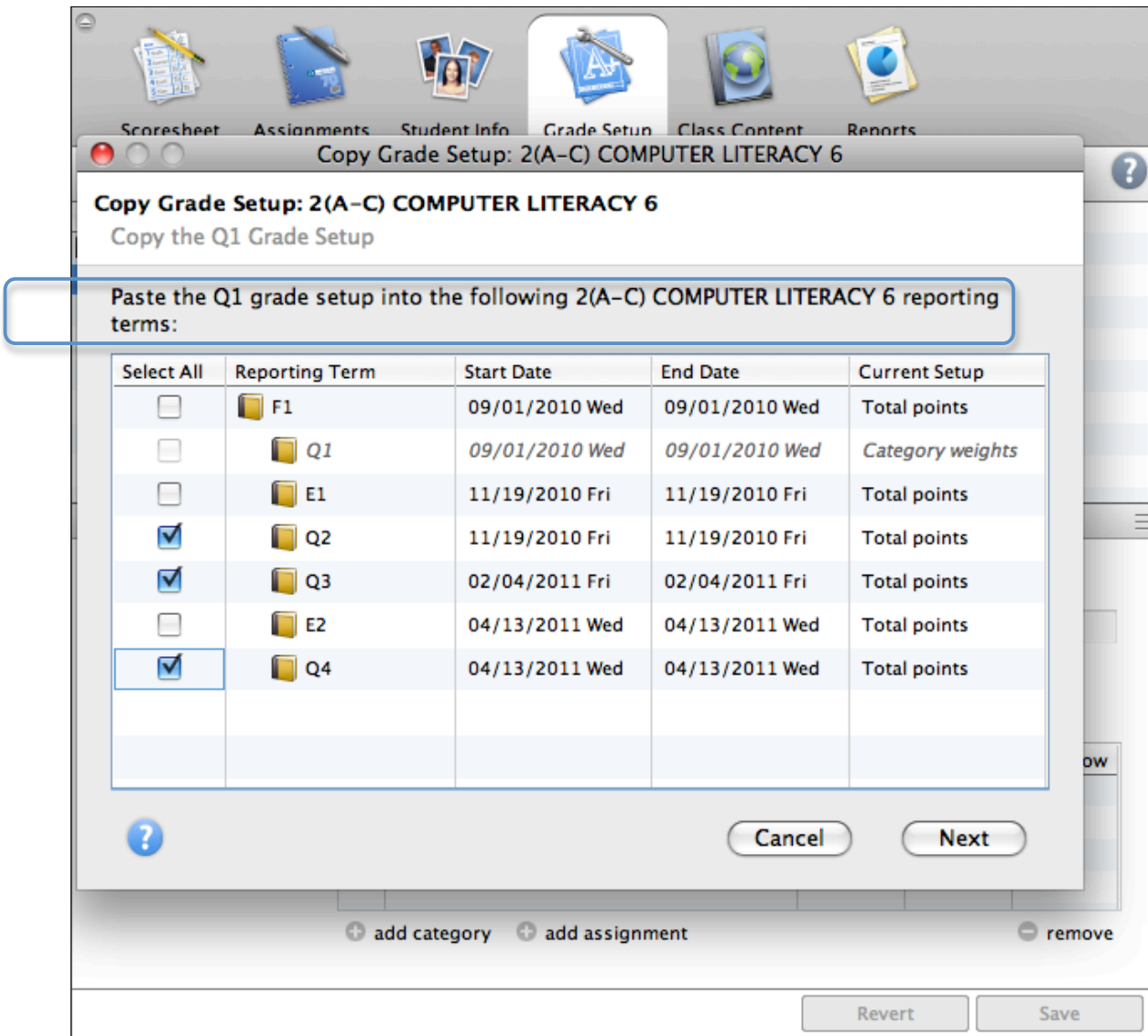
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F1	09/01/2010 Wed	06/30/2011 Thu
Q1	09/01/2010 Wed	11/18/2010 Thu
E1		02/03/2011 Thu
Q2		02/03/2011 Thu
Q3	02/04/2011 Fri	04/12/2011 Tue
E2	04/13/2011 Wed	06/30/2011 Thu
Q4	04/13/2011 Wed	06/30/2011 Thu

Name	Weight	Percent	Drop Low
Class Work	40	40.0%	0
Homework	15	15.0%	0
Project	15	15.0%	0
Quiz	15	15.0%	0
Test	15	15.0%	0

1. Right click on “Q1” for the “Reporting Term” or press “Control” key on keyboard & click at the same time. (This is the setup you will be copying FROM)
2. Click “Copy Grade Setup – Q1 Only”

## Setup – Quarterly Weighting Q2, Q3, Q4



- From the “Copy Final Grade Setup” Window select “Reporting Term” Q2, Q3 and Q4 that you will be copying the grade setup **TO**
- Click “Next”, confirm the changes on the next screen and click “Finish”.

## Setup – Quarterly Weighting Q2, Q3, Q4

We need to repeat these steps to “copy” our weighting setup to all our other classes.

The screenshot shows the 'Grade Setup' window in the Powerteacher Gradebook 2.2 software. The 'Reporting Term' is set to 'Q1' and the 'Mode' is 'Calculations'. A context menu is open over the 'Q1' reporting term, showing two options: 'Copy Grade Setup -- Q1 Only' and 'Copy Grade Setup -- Entire Class'. Below the menu, the 'Calculate Q1 final grade using:' section has 'Category weights' selected. The 'Number of low scores to discard' is set to 0. A table lists the categories and their weights:

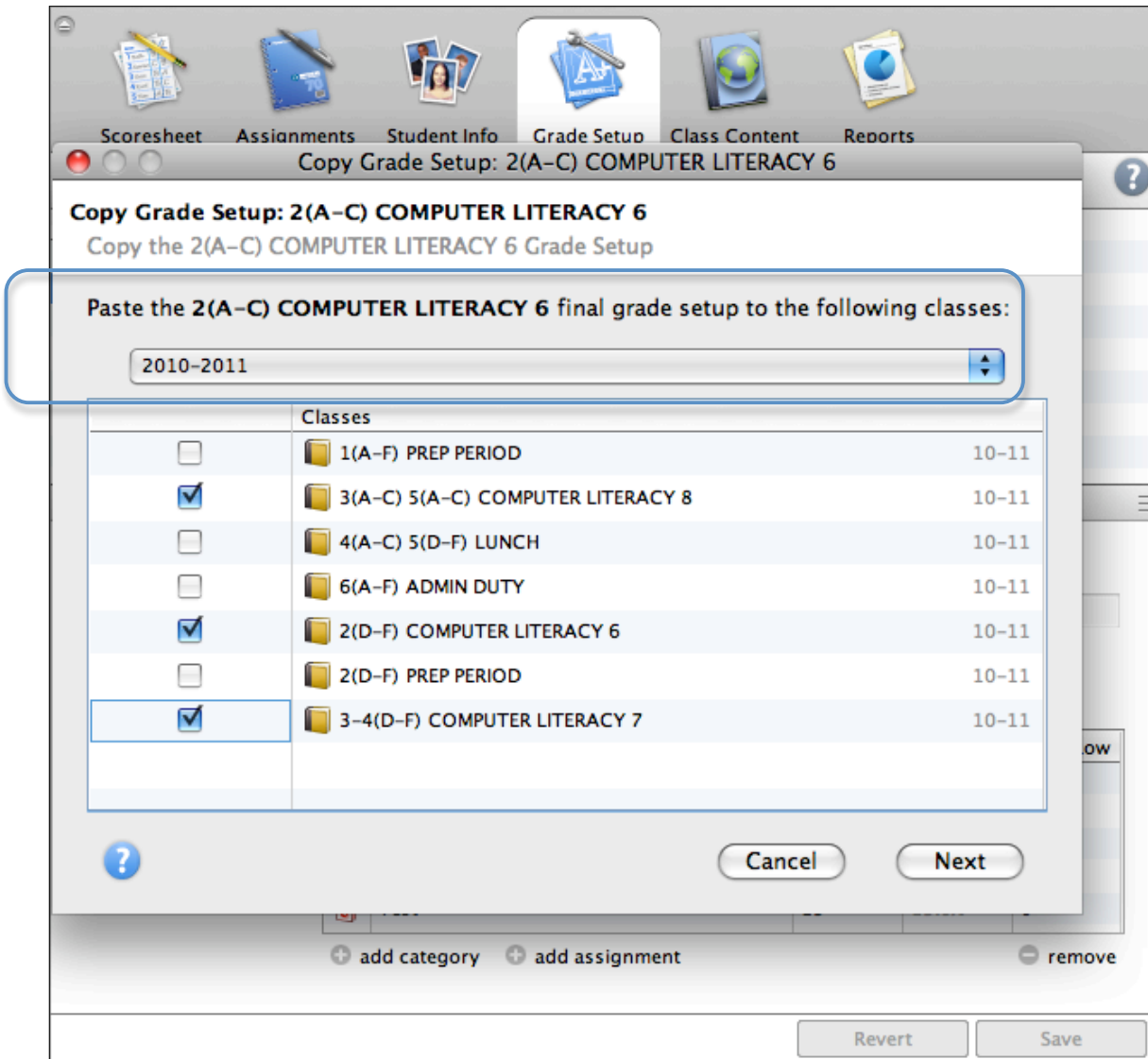
Name	Weight	Percent	Drop Low
Class Work	40	40.0%	0
Homework	15	15.0%	0
Project	15	15.0%	0
Quiz	15	15.0%	0
Test	15	15.0%	0

Buttons for '+ add category', '+ add assignment', and '- remove' are visible below the table. At the bottom of the window are 'Revert' and 'Save' buttons.

5. Again, right click on “Q1” for the “Reporting Term” **or press “Control” key on keyboard & click at the same time.** (This is the setup you will be copying **FROM**)

6. Click “Copy Grade Setup – Entire Class”

## Setup – Quarterly Weighting Q2, Q3, Q4



7. Again, from the “Copy Final Grade Setup” Window select “Classes” that you will be copying the grade setup **TO**
8. Click “Next”, confirm the changes on the next screen and click “Finish”.

Now that you copied your grade weighting to Q2, Q3 and Q4 and to all of your classes, we need to confirm our exam grade setup.

## Setup – Exam Grades E1 (Midterm Exam) & E2 (Final Exam)

To confirm our Exam grade setup we need to verify that the Gradebook is calculating the E1 & E2 in “total points”.

The screenshot shows the 'Grade Setup' window for 'E1'. The 'Reporting Term' is set to 'Q4'. The 'Mode' is set to 'Calculations'. The 'Grade Scales' tab is active. The table below shows the reporting terms and their start/end dates:

Reporting Term	Start	End
F1	09/01/2010 Wed	06/30/2011 Thu
Q1	09/01/2010 Wed	11/18/2010 Thu
E1	11/19/2010 Fri	02/03/2011 Thu
Q2	11/19/2010 Fri	02/03/2011 Thu
Q3	02/04/2011 Fri	04/12/2011 Tue
E2	04/13/2011 Wed	06/30/2011 Thu
Q4	04/13/2011 Wed	06/30/2011 Thu

Below the table, the 'Calculate E1 final grade using:' section has three radio buttons: 'Total points' (selected), 'Term weights', and 'Category weights'. The 'Number of low scores to discard:' is set to 0.

1. Double Click on “E1” for the “Reporting Term” to view current weighting.
2. “Total” points should already be selected and therefore will calculate based on the total points the student has earned on their **midterm exam**.

The screenshot shows the 'Grade Setup' window for 'E2'. The 'Reporting Term' is set to 'Q4'. The 'Mode' is set to 'Calculations'. The 'Grade Scales' tab is active. The table below shows the reporting terms and their start/end dates:

Reporting Term	Start	End
F1	09/01/2010 Wed	06/30/2011 Thu
Q1	09/01/2010 Wed	11/18/2010 Thu
E1	11/19/2010 Fri	02/03/2011 Thu
Q2	11/19/2010 Fri	02/03/2011 Thu
Q3	02/04/2011 Fri	04/12/2011 Tue
E2	04/13/2011 Wed	06/30/2011 Thu
Q4	04/13/2011 Wed	06/30/2011 Thu

Below the table, the 'Calculate E2 final grade using:' section has three radio buttons: 'Total points' (selected), 'Term weights', and 'Category weights'. The 'Number of low scores to discard:' is set to 0.

3. Double Click on “E2” for the “Reporting Term” to view current weighting.
4. “Total” points should already be selected and therefore will calculate based on the total points the student has earned on their **Final exam**.

Congratulations you have set up your grade book for this academic year!