



## **Help Document: PowerTeacher Pro - Grade Calculation Setup**

Target Users: All Secondary Teachers

This document will guide secondary teachers through the process of setting up grade calculations for a given term.

### **Creating a Grade Calculation for a Given Term**

The only terms that teachers will need to set up is Q1, Q2, Q3 and Q4. Teachers will not be required to set up grade calculations for A1 (Full Term), M1 (Midterm), or E1 (Final Exam). All categories must be set up prior to setting up grade calculations.

1. Once in PowerTeacher Pro, click **Settings** from the left hand menu, then **Traditional Grade Calculations**.
2. This will open up a page that displays all terms for a given course.
3. Anything that is not Q1, Q2, Q3 or Q4 should be ignored. *\*The example below is from test data and does not reflect terms from the Smithtown Central School District.*

| ▼ 1(A-B) Calculus |  |           |            |         |
|-------------------|--|-----------|------------|---------|
| REPORTING TERM    | FORMULA TYPE   | EDIT CALC | EDIT DROPS | ACTIONS |
| Y1                | Term Weighting   | ✓         | ✓          |         |
| S1                | Term Weighting   |           | ✓          |         |
| Q1                | Category Weighting   | ✓         | ✓          |         |
| Q2                | Total Points   | ✓         | ✓          |         |
|                   | <div>  A grade calculation formula has not been configured for this reporting term. Defaulting to Total Points.         </div> |           |            |         |
| S2                | No Overall Grade Calculated  |           | ✓          |         |
|                   | Total Points   |           |            |         |

4. By default, if no grade calculation is established, the calculation will be set to **Total Points**.



5. To edit a given term, click the icon next to the term you would like to change.
6. A popup will appear with two tabs: **Formula** and **Low Score**.
7. On the **Formula** tab, choose the type of calculation you wish to use, **Category Weighting** or **Total Points**.
8. If choosing **Total Points**, there is nothing that needs to be done and you can hit **Save**.

9. If choosing **Category Weighting**, you will need to add all of the categories you wish to use with a percentage of the grade that you want to be calculated. The percentage you would like to use is entered in the **Weight** column. When you click out of the box the percentages will recalculate on the fly. The categories available are only the categories you set for the specific class you are working in. When you are done, click **Save**.

**Q1 Reporting Term for 1(A-B) Calculus** [X]

Formula | Drop Low Scores

Calculate Overall Class Grade ☒

| TYPE               | ATTRIBUTE | WEIGHT | PERCENT |   |
|--------------------|-----------|--------|---------|---|
| Category Weighting | Project   | 15     | 15%     | + |
| Category Weighting | Quiz      | 15     | 15%     | + |
| Category Weighting | Homework  | 30     | 30%     | + |
| Category Weighting | Tests     | 40     | 40%     | + |

10. The **Drop Low Scores** tab allows you to setup your gradebook for the given term to drop nothing, lowest overall, or lowest by category. You can then set how many you wish to drop. When you are done, click **Save**.

**Q1 Reporting Term for 1(A-B) Calculus** [X]

Formula | Drop Low Scores

Low Scores Lowest Grade or Percent

Drops the lowest score regardless of assignment weight.

Drop Low Scores Drop Lowest by Category

| CATEGORY | DROP LOW |   |
|----------|----------|---|
| Homework | 3        | X |
| Quiz     | 1        | X |

11. Repeat these steps for all remaining quarter terms for the courses you are teaching.