



PowerTeacher Gradebook: Final Exam and Setting up Final Grade Weighting for Each Semester

Revised: 1/13/2010

CREATE THE FINAL EXAM CATEGORY AND ASSIGNMENT

The first thing that needs to be done is to create the **final exam category** and **final exam assignment** in PowerTeacher Gradebook.

Launch Gradebook from the PowerTeacher application.

1. Create a new category called **Final Exam** by clicking the **Plus (+)** button in the categories pane.
2. This brings up the Create Category Window. Enter the required information such as the Name, Abbreviation, Points Possible, etc.

Create Assignment Category

Specify attributes of the Assignment Category

Name: Final Exam

Abbreviation: Final

Color: Red

These options will be applied as defaults to any new assignments when created for this category.

Points Possible: 100

Extra Points: 0

Score Type: Points

Include in Final Grade: ☒

Description: Final Exam

OK Cancel

Click OK

Next, create an assignment called **"Final"** by using the Assignments Tab. Make sure that you select the **category** Final Exam and give the "Due date" the date the final will be taken. Note: This date must be during finals week or it will not appear in the Finals term (F1 or F2). You need to create a final exam assignment in each class or copy the **"Final"** from one class to the others.

Reporting Term: ALL

Name	Abrv	Category	Points Possible	Weight	Date Due
Final	Final	Final Exam	100	1.00	01/19/2010 Tue

Make sure that the Reporting Term is set to **ALL** so that you can see your Final Exam assignment in the assignment and Scoresheet windows.

FINAL GRADES SETUP FOR SEMESTER GRADES (S1 OR S2)

At Kingsford High School, the semester grade is calculated as 40% of Q1, 40% of Q2 and 20% of the Final Exam. This weighting needs to be done in PowerTeacher Gradebook using the Grade Setup tab. You need to do **Grade Setup** for each class.

How to Calculate Final Grades by Term Weight

1. Select a class from the Classes pane.
2. Click the **Grades Setup** tab.
3. Select **Calculations** mode.
4. Click the “**Semester Term (S1 or S2)**” as the term you want to set up final grade calculation for. The Calculations Detail window appears.
5. Select the **Term Weights** option for Calculate Final Grade Using. Term weights for the selected reporting term appear.
6. Double-click the term’s Weight field. The field appears as an editable text field.
7. Enter the weight. (40% for Q1, 40% for Q2 and 20% for F1).
8. Click Save.

Your Final Grade Setup Window should look similar to this:

The screenshot shows the 'Grade Setup' window for class S1. The 'Calculations' mode is selected. The 'Reporting Term' is S1. The 'Calculate S1 final grade using:' section has 'Term weights' selected. A table shows the weights for Q1 (40), Q2 (40), and F1 (20).

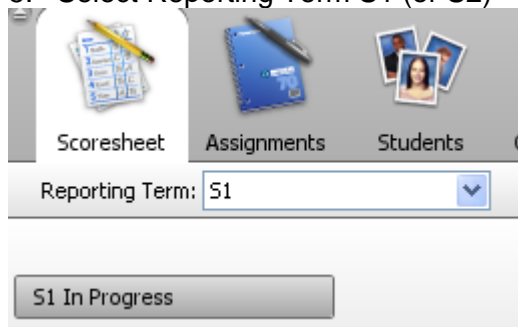
Name	Weight	Percent	Drop Low
Q1	40	40.0%	n/a
Q2	40	40.0%	n/a
F1	20	20.0%	n/a

ENTERING TEACHER COMMENTS THAT PRINT ON REPORT CARDS

Entered via PowerTeacher Gradebook (Score Inspector) – Stored Comments

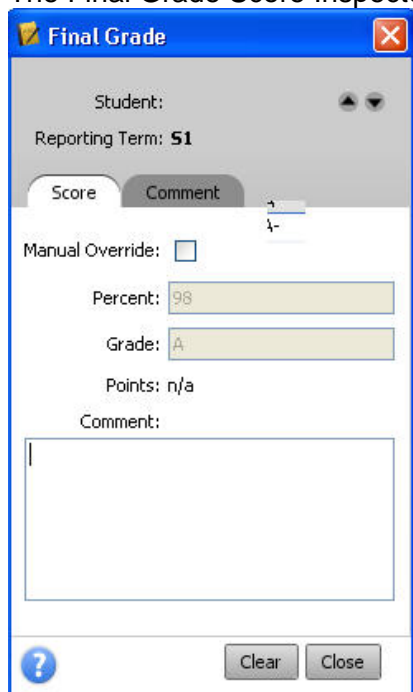
Follow these steps to enter teacher comments into PowerTeacher Gradebook using Score Inspector.

1. Open PowerSchool Teacher.
2. Select Gradebook and Launch Gradebook.
3. Select a class from the Classes pane.
4. Click the Scoresheet tab. The Scoresheet window appears.
5. Select Reporting Term S1 (or S2)



6. Click the final grade field of the student for which you want to enter a final grade comment.
7. Do one of the following:
 - Double Click the Final Grade, or
 - Right-click on the final grade select Score Inspector.
 - From the gradebook menu bar, choose Tools > Score Inspector.

The Final Grade Score Inspector dialog displays the final grade details.



Final Grade

Student: [dropdown]
Reporting Term: **S1**

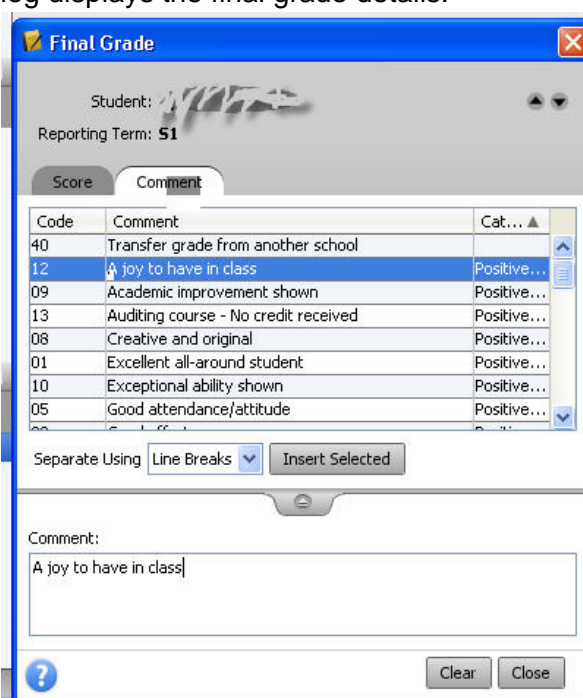
Score **Comment**

Manual Override: ☐

Percent:
Grade:
Points: n/a

Comment:

Clear Close



Final Grade

Student: [dropdown]
Reporting Term: **S1**

Score **Comment**

Code	Comment	Cat...
40	Transfer grade from another school	
12	A joy to have in class	Positive...
09	Academic improvement shown	Positive...
13	Auditing course - No credit received	Positive...
08	Creative and original	Positive...
01	Excellent all-around student	Positive...
10	Exceptional ability shown	Positive...
05	Good attendance/attitude	Positive...

Separate Using **Line Breaks** Insert Selected

Comment:

Clear Close

8. Manually enter final grade comments in the Comment field or click Comment Bank to select one or more predefined comments.
9. Use the Previous and Next arrows to repeat for each student, if applicable.