# How to set up your PowerSchool gradebook

In Unified classroom, click on your initials in the upper-right corner of your screen.

Then click on Settings

Then click on Tradition Grade Calculations

| D Unifi    | ed Classroom         |                  | 🙁 5(A) AMERICAN HISTORY 👻     |             | •                  | <b>\$</b> @                                   | ۹ 🗖 |
|------------|----------------------|------------------|-------------------------------|-------------|--------------------|---|-----|
| , <u>•</u> | Settings             |                  |                               |             |                    | Profile                                       | 1   |
| Students   | PowerTeacher Pro     |                  |                               |             |                    | <ul><li>Settings</li><li>→ Sign Out</li></ul> | -   |
| Grading    | Class Descriptions   | Display Settings | Traditional Grade Calculation | Personalize | Class Grade Scales |   |     |
| Analysis   | Student Grade Scales | Comment Bank     |                               |             |                    |   |     |

A new screen will open up that will look like the one below.

On the left side of the screen, click on the drop box for the class you'd like to change the weighted categories in. Then on the right side of the screen, click on the pencil next to the quarter or exam you'd like to change.

| Traditional Grade | Calculations       |              |              | Q1 🗸             |
|-------------------|--------------------|--------------|--------------|------------------|
|                   |                    | •            | Expand All   | Collapse All     |
| ► 0A(A) CONN      | ECT                |              |              |                  |
| ▼ 1(A) EARTH      | SCIENCE            |              | R            | evert to Default |
| REPORTING TERM    | FORMULA TYPE       | EDIT CALC    | EDIT DROPS   | ACTIONS          |
| S1                | Term Weighting     | ✓            | $\checkmark$ |                  |
| Q1                | Category Weighting | ✓            | $\checkmark$ |                  |
| Q2                | Category Weighting | ✓            | $\checkmark$ |                  |
| E1                | Total Points       | $\checkmark$ | $\checkmark$ |                  |

### *For S1/S2:*

Under "Type" select "Term Weighting" Under "Weight" select 40, 40, and 20 Click on Save

| Formula Drop Low Se   | COTAS  |  |   |                   |
|---|--|--|---|-------------------|
| Drop Edwide   |  |  |   |                   |
| Calculate Overall Class G   | irade 🔽  |  |   |                   |
| Term Weighting  |  | Exact Value Ear  | ned   | ~                 |
| Uses the student's calc   | ulated percent (Alpha Scale  | s) or numeric value (Nur<br>the reporting term. Exan   | neric Scales<br>nple: 95.3%                       | ) fror<br>or 34   |
| TPE   | ATTRIBUTE  | WEIGHT   | PERCENT   | 0                 |
| Term Weighting  | Q1   | 40   | 40%   | -                 |
| Term Weighting  | Q2   | 40   | 40%   | -                 |
| Term Weighting  | E1   | 20   | 20%   | -                 |
| If the calculation typ<br>or Specific Sum, we<br>course level. If the<br>weights can be defi  | pe is Standards Weighting a<br>eights must be defined for e<br>teacher security permission<br>ined on the Specific Weights | and the attribute is either<br>ach standard by the adm<br>s are set to edit specific v<br>s tab  | Specific Wei<br>iinistrator at t<br>weights, then | ghtir<br>the<br>1 |
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# *Under Q1/Q3 and Q2/Q4:*

Under "Type" select "Category Weighting" Under "Attribute" select the categories you want in your gradebook Under "Weight" select the weighting you want each to be Click on Save

| Q1 Reportir  | ig Term for   | 1(A) EARTH SCIEN   | CE  |  |
|--|---|--|---|--|
| Formula Dro  | p Low Scores  |  |   |  |
| Calculate Overall  | Class Grade   |  |   |  |
| YPE  |   | ATTRIBUTE  | WEIGHT PE   | RCEN                                   |
| Category Weight  | i 🔽   | Assessment 🗸   | 50  | 50%                                    |
| Category Weight  | i 🔽   | Labs 💙   | 25  | 25%                                    |
| Category Weight  | i 🔽   | Classwork/H  | 15  | 15%                                    |
| Category Weight  | i 🔽 📕   | Participation  | 10  |  |
| If the calcu<br>or Specific<br>course levi<br>weights ca   | lation type is S<br>Sum, weights<br>el. If the teache<br>n be defined or    | tandards Weighling and the at<br>must be defined for each stan<br>er security permissions are set<br>n the Specific Weights tab.                 | tribute is either Sp<br>dard by the adminis<br>to edit specific wei | ecific<br>strator<br>ights, t          |
| If the calcu<br>or Specific<br>course lev<br>weights ca    | lation type is S<br>Sum, weights<br>al. If the teache<br>n be defined or    | tandards Weighting and the at<br>must be defined for each stan<br>r security permissions are set<br>n the Specific Weights tab.                  | tribute is either Sp<br>dard by the adminis<br>to edit specific wei | ecific 1<br>strator<br>ights, 1        |
| F If the calcu<br>or Specific<br>course levy<br>weights ca | lation type is S<br>Sum, weights :<br>el. If the teache<br>n be defined or  | tandards Weighting and the ai<br>must be defined for each stan<br>r security permissions are set<br>n the Specific Weights tab.                  | tribute is either Sp<br>fard by the adminis<br>to edit specific wei | ecific 1<br>strator<br>ights, 1        |
| F If the calculation of Specific course level weights ca   | lation type is S<br>Sum, weights i<br>al. If the teacher<br>n be defined or | tandards Weighlung and the at<br>must be defined for each stan<br>r socurity permissions are set<br>in the Specific Weights tab.                 | tribute is either Sp<br>Jard by the adminis<br>to edit specific wei | 10%<br>ecific 1<br>strator<br>ights, 1 |
| If the calcu<br>or Specific<br>course levy<br>weights ca   | lation type is S<br>Sum, weights 1<br>sl. If the teacher<br>n be defined or | tandards Weighlung and the at<br>must be defined for each stan<br>r socurity permissions are set<br>in the Specific Weights tab.                 | tribute is either Sp<br>Jard by the adminis<br>to edit specific wei | 10%<br>ecific 1<br>strator<br>ights, 1 |
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| F If the calcu<br>or Specific<br>course lew<br>weights ca  | lation type is. S<br>Sum, weights<br>al. If the teacher<br>n be defined or  | tandords Weighterg and the at<br>must be defined for each stam<br>r security permissions are set<br>in the Specific Weights tab.                 | tribute is either Sp<br>and by the admini-<br>to edit specific wei  | 10%<br>ecific t                        |
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#### Copying settings to another quarter or another class.

Now you will want to copy these settings to other quarters and other classes.

Click on the Settings gear.

Click on "Copy Traditional Grade Calculations"



A pop up window will open up that will look like the one below.

To copy within a class

Click on "Within a Class"

Select the class and reporting term you want to copy from. Select the term and class you want to copy from. Select the reporting term you want to copy to.

### Click on "Validate"

#### Copy Traditional Grade Calculations To Another Class Copy Terms Within A Cl From Class 1(A) EARTH SCIENCE S1 Class $\sim$ Reporting Term Q1 (Category Weighting) $\sim$ To Class Reporting Term Q2 (Category Weighting) Select Reporting Terms S1 (Term Weighting) Recalculate Final Grades Q2 (Category Weighting) ~ E1 (Total Points)

To copy to another class

Click on "To Another Class"

Select the term and class you want to copy to.

Click on "Validate"

