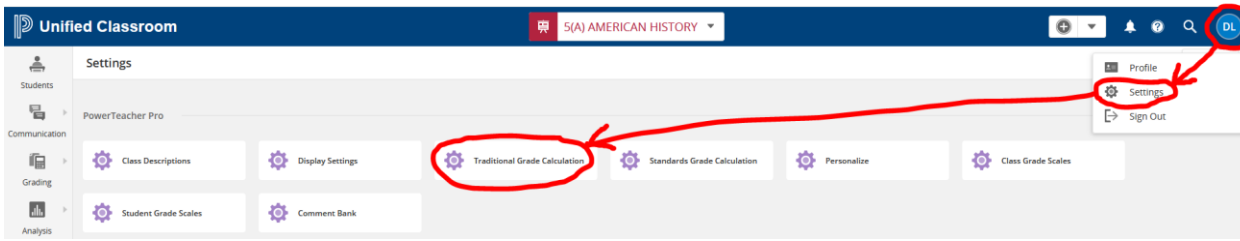


How to set up your PowerSchool gradebook

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

Then click on Settings

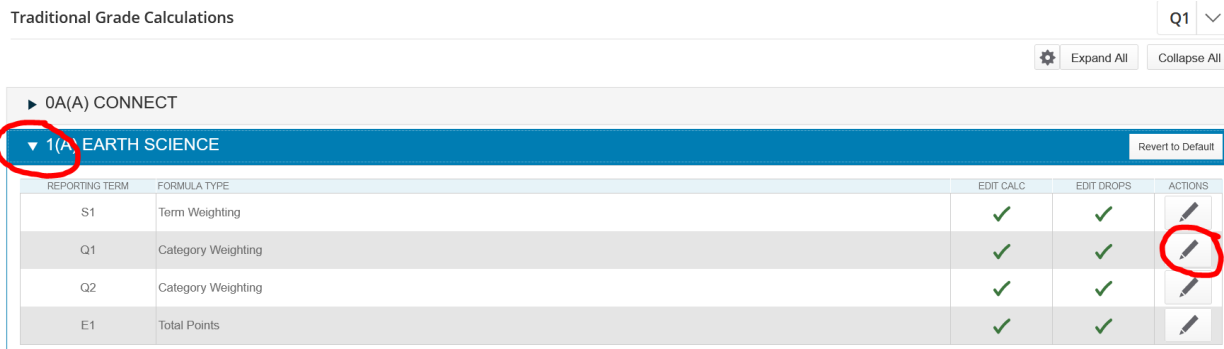
Then click on Tradition Grade Calculations



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.



For S1/S2:

Under "Type" select "Term Weighting"

Under "Weight" select 40, 40, and 20

Click on Save

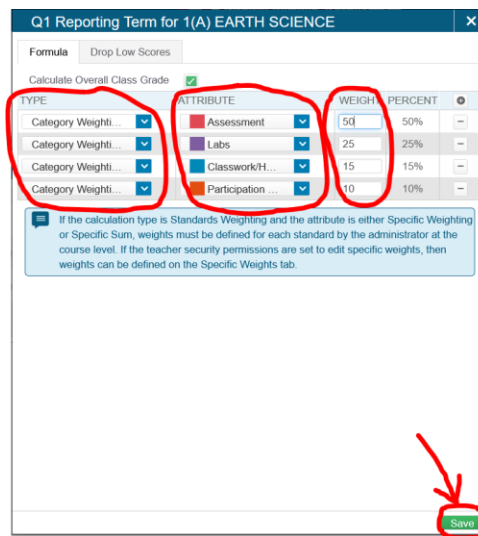
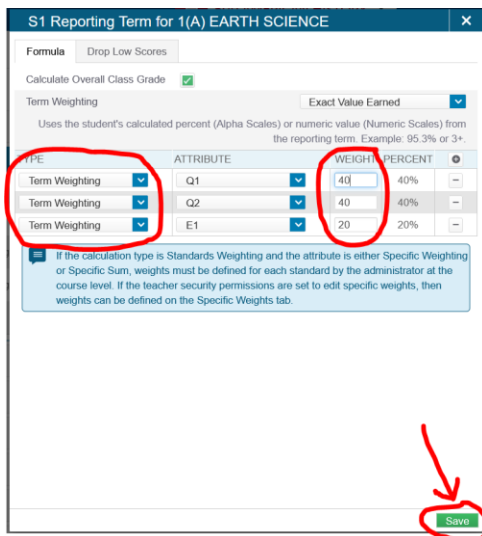
Under Q1/Q3 and Q2/Q4:

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

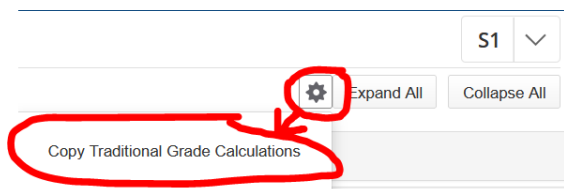


Copying settings to another quarter or another class.

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.

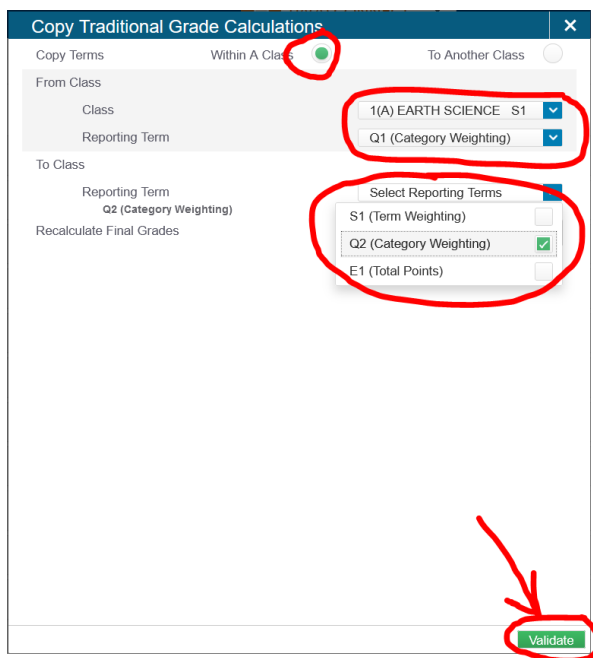
To copy within a class

Click on “Within a Class”

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

Select the reporting term you want to copy to.

Click on “Validate”



To copy to another class

Click on “To Another Class”

Select the term and class you want to copy from.

Select the term and class you want to copy to.

Click on “Validate”

