


# Weighting Grades in PowerTeacher Pro

1. Login to PowerSchool at <https://ps.nwarctic.org/teachers/pw.html>.

NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

  
Leading the Way

PowerSchool

## Teacher Sign In

Username	<input type="text" value="sdutton"/>
Password	<input type="password" value="....."/>

2. Click on “PowerTeacher Pro” underneath the class you are editing.

PowerSchool

**Navigation**

- Start Page
- Daily Bulletin
- Schedule
- Staff Directory
- Meals
- Personalize
- Gradebook
- Reports
- Recommendations
- User Accounts

**New Gradebook Launch**









Run Installer once, then

String key was not found! Launch

**District Code**  
HWBB

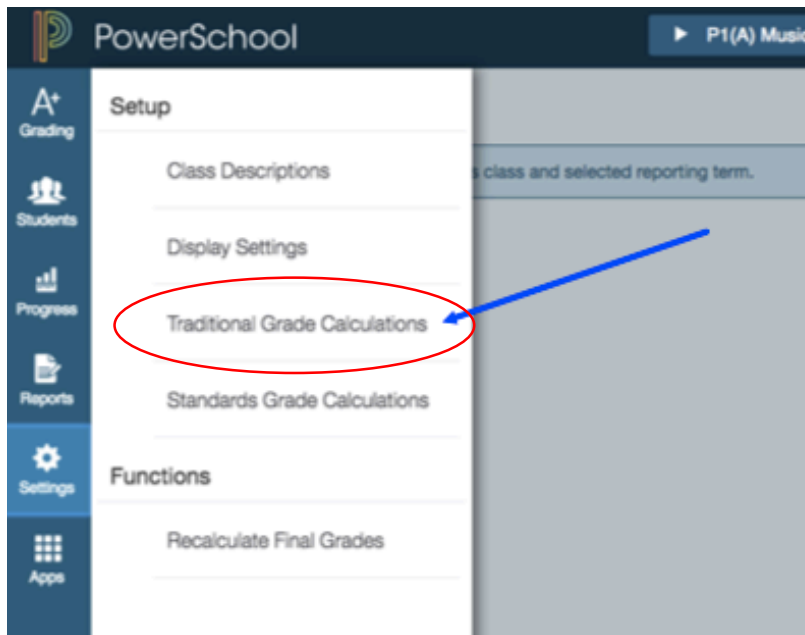
Download on the  
App Store

### Current Classes

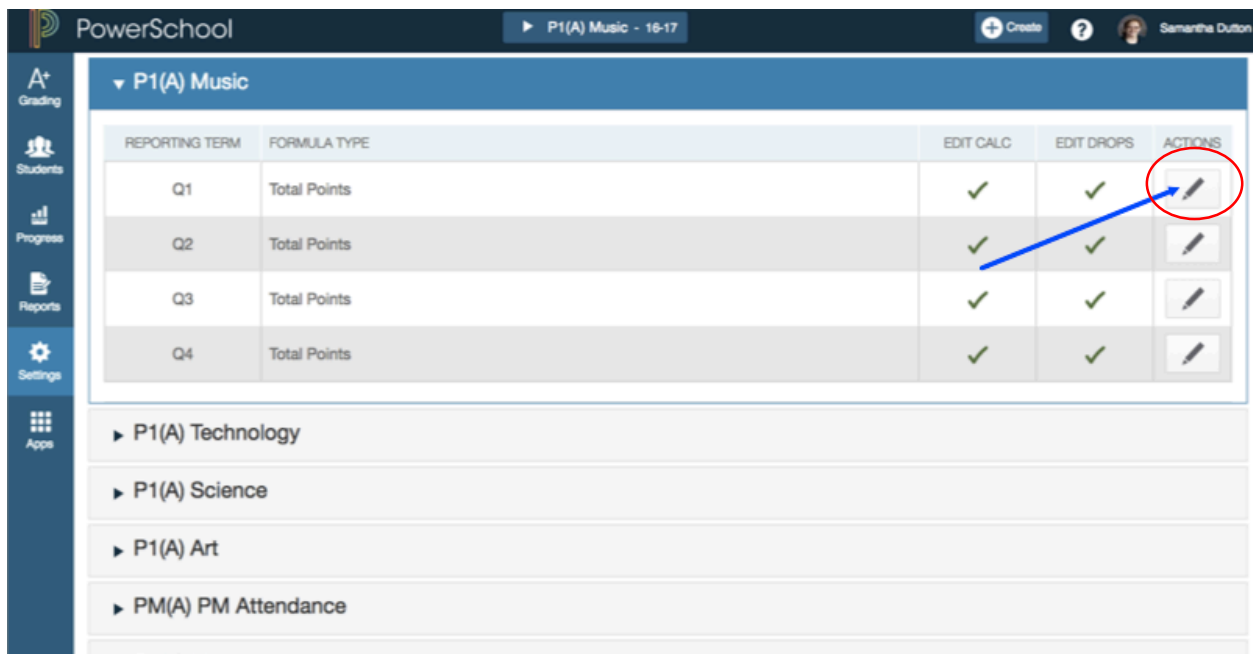
AM(A)	AM Attendance PowerTeacher Pro	<input checked="" type="radio"/>	
PM(A)	PM Attendance PowerTeacher Pro	<input checked="" type="radio"/>	
P1(A)	Music PowerTeacher Pro	<input type="radio"/>	
P1(A)	Technology PowerTeacher Pro	<input type="radio"/>	
P1(A)	Science PowerTeacher Pro	<input type="radio"/>	
P1(A)	Art PowerTeacher Pro	<input type="radio"/>	
P1(A)	Mathematics PowerTeacher Pro	<input type="radio"/>	
P1(A)	Reading PowerTeacher Pro	<input type="radio"/>	

# Weighting Grades in PowerTeacher Pro

3. Click on “Settings” and then “Traditional Grade Calculations”



4. Click on the pencil under actions for Q1 to edit



# Weighting Grades in PowerTeacher Pro

5. Change the type of grading from “Total Points” to “Category Weighting

Q1 Reporting Term for P1(A) Music ×

Formula Drop Low Scores

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	<input data-bbox="1096 556 1128 598" type="button" value="+"/>
Total Points <input data-bbox="446 630 479 672" type="button" value="^"/>	Total Points	<input type="text" value="1"/>	100%	<input data-bbox="1096 630 1128 672" type="button" value="-"/>

- Total Points
- Standards Weighting
- Category Weighting**

If Standards Type is selected, specific weights for each standard are defined by the administrator at the course level.

6. Click on the plus sign (+) to add categories

\*Add the number of categories that you plan to use in grading

Q1 Reporting Term for P1(A) Music ×

Formula Drop Low Scores

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	<input data-bbox="1226 1375 1258 1417" type="button" value="+"/>
Category Weighting <input data-bbox="487 1480 519 1522" type="button" value="v"/>	<input data-bbox="592 1480 876 1522" type="button" value="Classwork"/>	<input type="text" value="1"/>	100%	<input data-bbox="1226 1480 1258 1522" type="button" value="-"/>

If Standards Type is selected, specific weights for each standard are defined by the administrator at the course level.

# Weighting Grades in PowerTeacher Pro

7. Change the “Total Points” to “Category Weighting”

\*You will need to change this for each category that you add

Q1 Reporting Term for P1(A) Music

Formula Drop Low Scores

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighting	Classwork	1	50%	-
Total Points	Total Points	1	50%	-

If Standards Type is selected, specific weights for each standard are defined by the administrator at the course level.

8. You can change the categories once they are added by clicking on the drop down menus

Q1 Reporting Term for P1(A) Music

Formula Drop Low Scores

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighting	Classwork	1	25%	-
Category Weighting	Participation	1	25%	-
Category Weighting	Test	1	25%	-
Category Weighting	Homework	1	25%	-

If Standards Type is selected, specific weights for each standard are defined by the administrator at the course level.

Save

# Weighting Grades in PowerTeacher Pro

9. Next you need to change the weights. The easiest way is to put the percentages you would like (make sure it equals 100% 😊).

Q1 Reporting Term for P1(A) Music

Formula Drop Low Scores

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighting	Classwork	30	30%	-
Category Weighting	Participation	30	30%	-
Category Weighting	Test	30	30%	-
Category Weighting	Homework	10	10%	-

If Standards Type is selected, specific weights for each standard are defined by the administrator at the course level.

Save

10. MAKE SURE YOU PRESS “SAVE”!!!

Q1 Reporting Term for P1(A) Music

Formula Drop Low Scores

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighting	Classwork	30	30%	-
Category Weighting	Participation	30	30%	-
Category Weighting	Test	30	30%	-
Category Weighting	Homework	10	10%	-

If Standards Type is selected, specific weights for each standard are defined by the administrator at the course level.

Save

# Weighting Grades in PowerTeacher Pro

11. Here's the tough part: you will have to do this for all four quarters and for all classes in which you would like to weight your grades

The screenshot shows the PowerSchool interface for a user named Samantha Duffon. The main content area displays a table for 'P1(A) Music' with columns for 'REPORTING TERM', 'FORMULA TYPE', 'EDIT CALC', 'EDIT DROPS', and 'ACTIONS'. The table lists four quarters (Q1, Q2, Q3, Q4) with 'Total Points' as the formula type. Red arrows point from the 'EDIT CALC' and 'EDIT DROPS' columns to the 'ACTIONS' column for each quarter. Below the table, a list of other classes is shown: 'P1(A) Technology', 'P1(A) Science', 'P1(A) Art', 'PM(A) PM Attendance', and 'P1(A) Mathematics'. Red arrows point from the 'ACTIONS' column of the 'P1(A) Music' table to the 'P1(A) Technology', 'P1(A) Science', and 'P1(A) Art' class entries. A 'Save' button is visible at the bottom right of the interface.

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
Q1	Total Points	✓	✓	
Q2	Total Points	✓	✓	
Q3	Total Points	✓	✓	
Q4	Total Points	✓	✓	

- ▶ P1(A) Technology
- ▶ P1(A) Science
- ▶ P1(A) Art
- ▶ PM(A) PM Attendance
- ▶ P1(A) Mathematics

Save