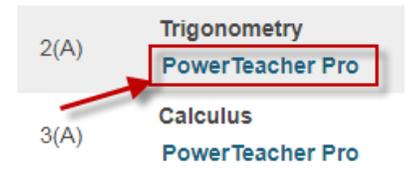


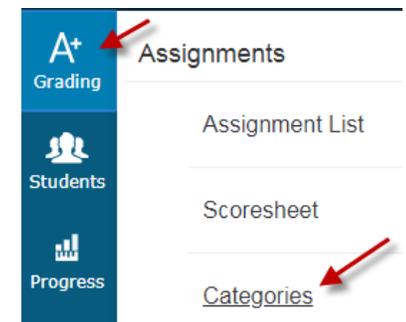
PowerTeacher Pro– Category Weighting p1

This guide will walk you through the steps to use category weights in your Gradebook. Once category weights are set up you'll want to make sure you enter a class description that explains your weighting system, directions to do that linked at the end of this guide.

Start by launching PowerTeacher Pro, choose the class you want to use category weighting with. Category weights are set up one class at a time for only one term at a time. After one class and one term are set up to use category weights you can copy it to other classes and terms.



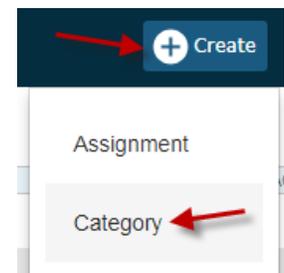
The first step is to make sure that you have all the various categories you will use in your weighting system. To view your current categories click on the 'A+ Grading' link on the left menu and choose 'Categories'.



Here you will see your categories and you can create new ones. Categories can be assigned to all classes or only certain classes.

COLOR	CATEGORY NAME	CLASSES USING
	Classwork	 All Classes (18-19)
	Project	 All Classes (18-19)
	Quiz	 All Classes (18-19)
	Test	 All Classes (18-19)
	Participation	All Classes (18-19)

Be sure that the categories you want to use are assigned to the classes that will use them for category weights to work properly.



To create a new category click on the '+ Create' button at the top of the page.

When creating a new category you must specify which classes will use it. If you create a new category select the classes that will use it.

Enter the remaining information for your new category and SAVE.

Create Category
?
×

⚠ Category
Assignment Defaults
View All

Limit this category to these classes

4 Classes: Trigonometry
Calculus [3(A), 3(A)]

Name*

Color

Status

Description

B I U A

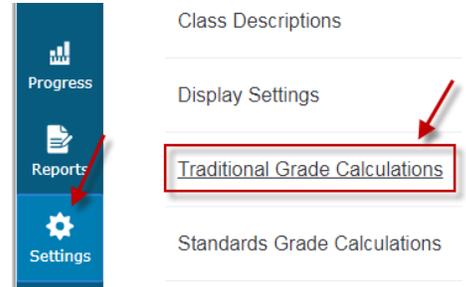
Select Classes	
2(A) Trigonometry	<input type="checkbox"/>
Other Classes	<input type="checkbox"/>
2(A) Trigonometry	<input checked="" type="checkbox"/>
3(A) Calculus	<input checked="" type="checkbox"/>
3(A) Calculus	<input checked="" type="checkbox"/>

Save

PowerTeacher Pro– Category Weighting p2

Now that your categories are set it is time to create the category weights.

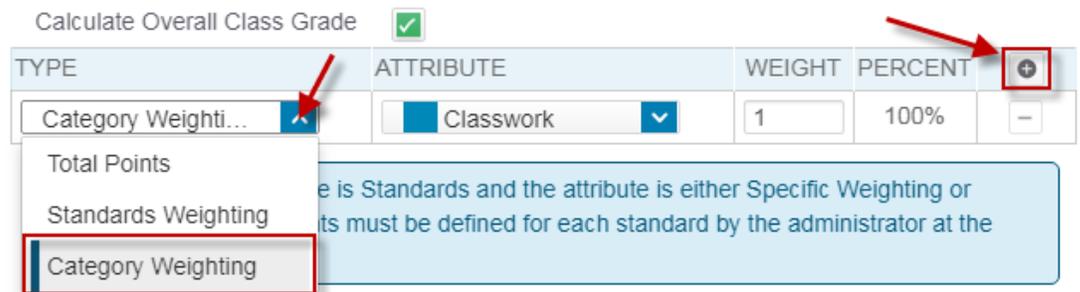
To enter category weights for a class click 'Settings' on the left menu, then choose 'Traditional Grade Calculations'.



Your classes will be listed, expand the menu for the class you want to edit and click the pencil icon on the right.



Change the type from 'Total Points' to 'Category Weighting'.



This will give you one category worth 100% of the grade. To add more categories click the + button on the right.

As you click the + button to add more grade types make sure to change each type to 'Category Weighting'.

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighti...	Classwork	1	100%	
Category Weighti...	Project	1	33.33%	
Category Weighti...	Test	1	33.33%	

Refer to the Student/Parent Handbook as you create your category weights. It specifies that no category will contribute more than 40% of the final grade.

CRITERIA FOR DETERMINING GRADES FOR ACHIEVEMENT

1. Classroom participation
2. Application of skills
3. Combined summative assessments

Each criterion will contribute no more than 40% to the final grade. (e.g. Summative assessments – 35%; Application of skills – 35%; Classroom participation – 30%.)

When you are done editing your categories, click SAVE.



PowerTeacher Pro– Category Weighting p3

Now that you have category weighting set up for one class and term you can copy it to other classes and terms.

In this example we set category weights for Trigonometry, 1st semester. The 2nd semester Trigonometry class does not use category weights, we can copy the category weights from 1st to 2nd semester.

On the Traditional Grade Calculations page click on the gear icon at the top right part of the page and choose 'Copy Traditional Grade Calculations'.

Choose Copy Terms 'To Another Class'. Pick the From term and class (Semester 1, Trigonometry in this example).

Choose the To term and class (Semester 2, Trigonometry).

Click 'Validate'.

Traditional Grade Calculations

▶ 5-6(A) Welding I

▶ 3(A) Calculus

▶ 4(A) Pre-Calculus

▼ 2(A) Trigonometry

Copy Traditional Grade Calculations

Copy Traditional Grade Calculations

Copy Terms Within A Class To Another Class

From

Term Semester 1 (18-19) ▼

Class 2(A) Trigonometry ▼

To

Term Semester 2 (18-19) ▼

Class Select Classes ▲

2(A) Trigonometry

3(A) Calculus

4(A) Pre-Calculus

5-6(A) Welding II

Recalculate Final Grades

Validate

A summary will appear, showing you what you are copying from and to. Click 'Copy' if things are correct.

Copy Traditional Grade Calculations

Summary

FROM: 2(A) TRIGONOMETRY (2018-2019)

TO: 2(A) TRIGONOMETRY (2018-2019)

RECALCULATE FINAL GRADES: YES

FROM	TO	COPY CALC	COPY DROPS	INFO
S1	S2	✓	✓	

Copy

With category weights set up grades will be calculated differently than parents and students might expect when they divide points earned by points possible. If you use category weights you'll need to enter a comment in your class description to explain how your class is graded.

Directions on how to enter a class description here: <https://www.nwarctic.org/cms/lib/AK01001584/Centricity/Domain/568/Class%20Description%20for%20Parents.pdf>