

SETTING UP GRADE CATEGORIES at LBMS:

Follow these steps to set up your grade categories in PowerTeacher Grade Book.

This will take about 5 minutes and you will [hopefully] not have to click the GRADE SETUP tab again this year.

1. Click GRADE SETUP
2. Select one of your classes (not homeroom) on the left
3. To edit a term's grading scheme, double click the name. Y1, S1, and S2 are all set up as TERM WEIGHTS:

Name	Weight	Percent	Drop Low
S1	100	50.0%	n/a
S2	100	50.0%	n/a

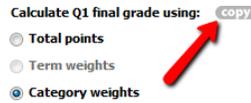
4. Double click Q1.
 - a. If you are using **TOTAL POINTS** (all assignments count the same – if you use CATEGORY WEIGHTS, see step b below), select TOTAL POINTS.

Name	Weight	Percent	Drop Low
S1	100	50.0%	n/a
S2	100	50.0%	n/a

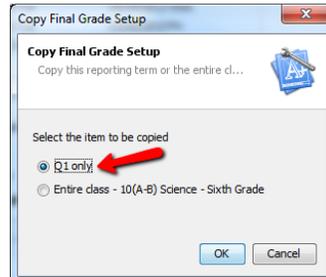
- b. If you calculate the Q1 grade using **CATEGORIES**, click CATEGORY WEIGHTS
 - i. Click the PLUS SIGN to select the CATEGORIES you want to use (you can add or change the name of categories if you choose)
 - ii. Give each category the desired weight

Name	Weight	Percent	Drop Low
Homework	30	30.0%	0
Quiz	30	30.0%	0
Test	40	40.0%	0

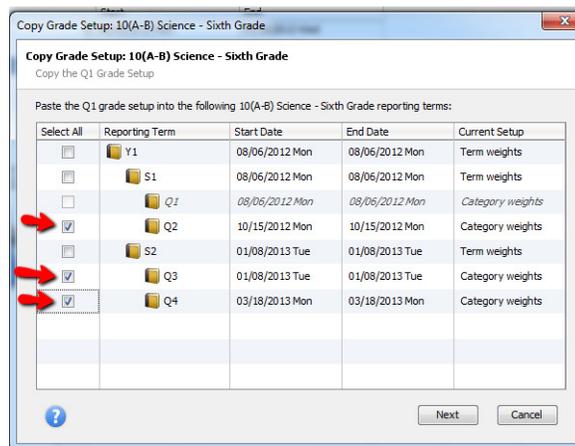
c. Click COPY



d. Select Q1 ONLY, click OK

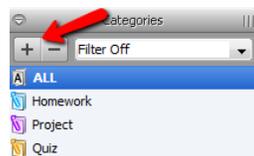


e. Select Q2, Q3, Q4, Click NEXT, Click FINISH

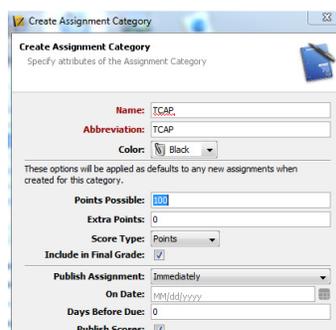


5. Create TCAP category, and set up Q4 (CATEGORY WEIGHTS) - TOTAL POINTS – go to step 6 below

a. Click PLUS SIGN next to CATEGORIES (left side of screen)



b. Put in information about TCAP category



- c. Click GRADE SETUP tab, double click Q4
- d. Add TCAP category to existing categories. Adjust scores (TCAP should count 15%)

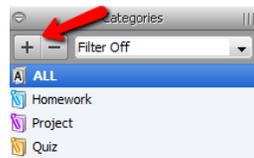
Category weights

Name	Weight	Percent	Drop Low
Homework	25	25.0%	0
Quiz	25	25.0%	0
TCAP	15	15.0%	0
Test	35	35.0%	0

- e. Click COPY
- f. Select ENTIRE CLASS
- g. Select each class that will have the same grading scheme as the class you just set up. Click NEXT
- h. Click FINISH

6. Create TCAP category – **TOTAL POINTS**

- a. Click PLUS SIGN next to CATEGORIES (left side of screen)



- b. Put in information about TCAP category

Create Assignment Category

Specify attributes of the Assignment Category

Name: TCAP

Abbreviation: TCAP

Color: Black

Points Possible: 100

Extra Points: 0

Score Type: Points

Include in Final Grade:

Publish Assignment: Immediately

On Date: MM/dd/yyyy

Days Before Due: 0

Publish Scores:

- c. Click GRADE SETUP tab, double click Q4
- d. Select CATEGORY WEIGHTS
- e. Add a category for ALL Q4 assignments and TCAP

Calculate Q4 final grade using: **copy**

Total points Number of low scores to discard: 0

Term weights

Category weights

Name	Weight	Percent	Drop Low
Homework	85	85.0%	0
TCAP	15	15.0%	0

- f. Click COPY
- g. Select ENTIRE CLASS
- h. Select each class that will have the same grading scheme as the class you just set up. Click NEXT
- i. Click FINISH