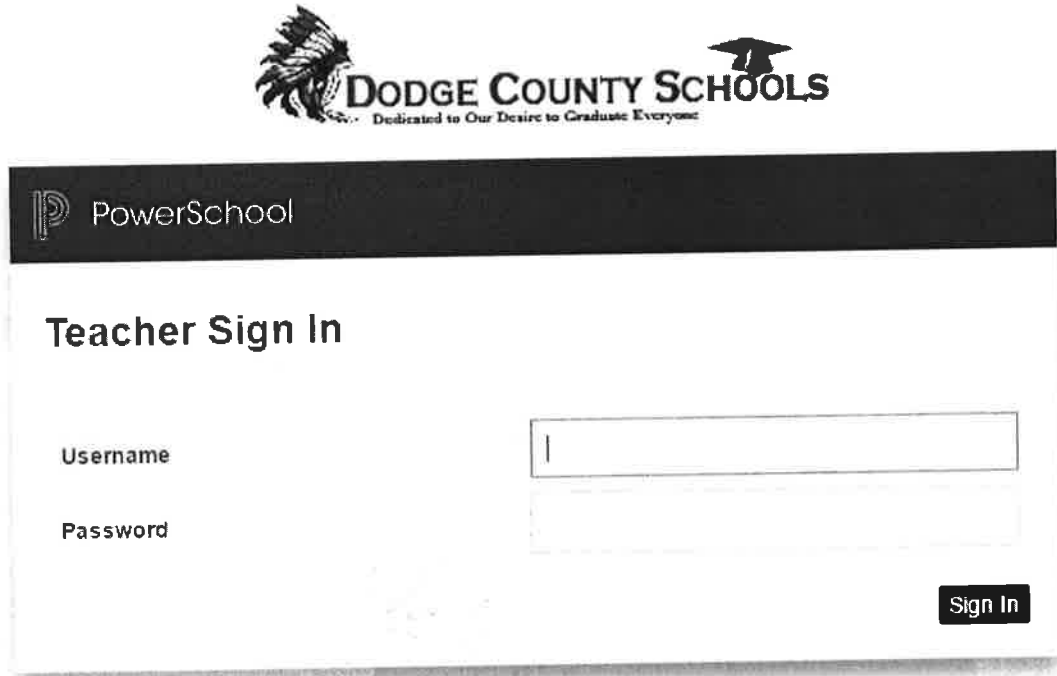


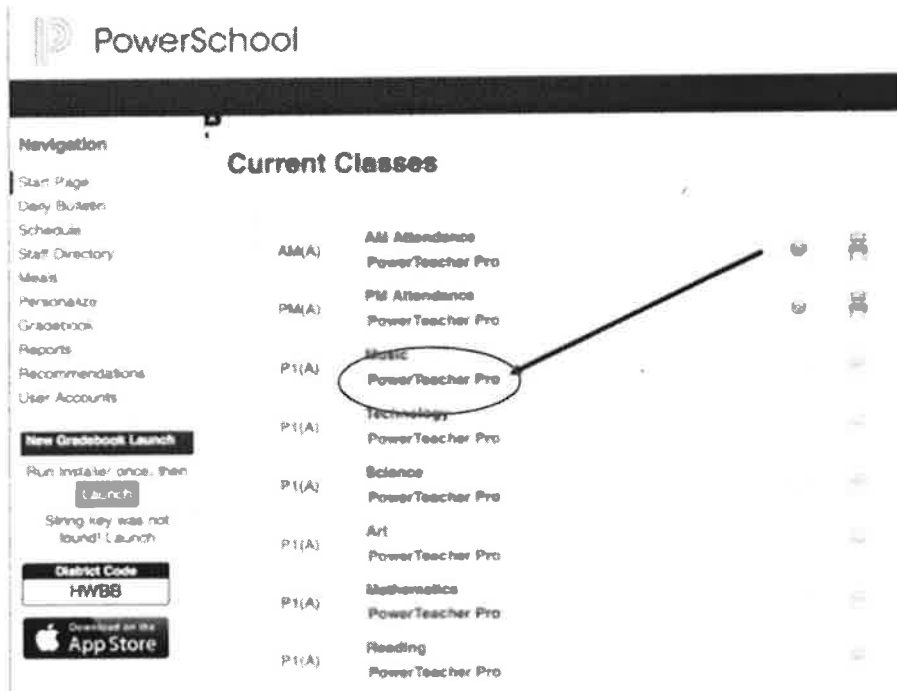
Weighting Grades in PowerTeacher Pro

1. Login to PowerSchool at <https://dcss.powerschool.com/teachers/pw.html>



The screenshot shows the Dodge County Schools logo at the top, featuring a Native American figure and a graduation cap. Below the logo is the text "DODGE COUNTY SCHOOLS" and the tagline "Dedicated to Our Desire to Graduate Everyone". The main content area has a black header with the PowerSchool logo and the text "PowerSchool". Below this is the heading "Teacher Sign In". There are two input fields: "Username" and "Password". A "Sign In" button is located at the bottom right of the sign-in area.

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

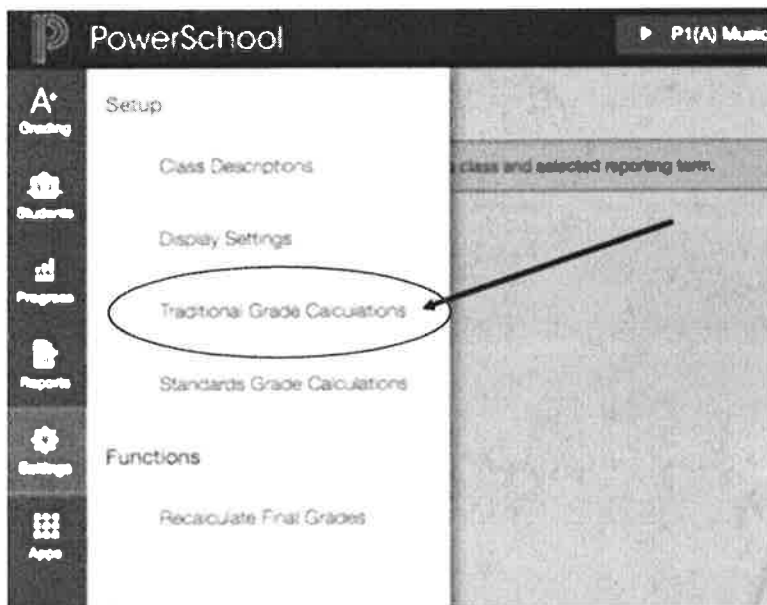


The screenshot shows the PowerSchool interface. On the left is a "Navigation" menu with items like "Start Page", "Daily Bulletin", "Schedule", "Staff Directory", "Meals", "Personalize", "Gradebook", "Reports", "Recommendations", and "User Accounts". Below the menu are buttons for "New Gradebook Launch", "District Code" (HWBB), and "Download on the App Store". The main area is titled "Current Classes" and contains a table of classes. A red circle highlights the "PowerTeacher Pro" entry for the "Music" class, with a black arrow pointing to it from the right.

Class Code	Class Name	PowerTeacher Pro
AM(A)	All Attendance	PowerTeacher Pro
PM(A)	PM Attendance	PowerTeacher Pro
P1(A)	Music	PowerTeacher Pro
P1(A)	Technology	PowerTeacher Pro
P1(A)	Science	PowerTeacher Pro
P1(A)	Art	PowerTeacher Pro
P1(A)	Mathematics	PowerTeacher Pro
P1(A)	Reading	PowerTeacher Pro

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 [X]

Formula Drop Low Scores

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Total Points	Total Points	1	100%	-

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 [X]

Formula Drop Low Scores

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Category Weighting	Classwork	1	100%	-

[+]

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 Dutton. The main window displays a table for the course 'P1(A) Music'. The table has the following structure:

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

Below the table, a list of other classes is shown with arrows pointing from the 'ACTIONS' column of the table to each class name:

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