


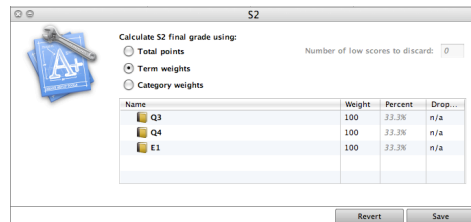
Term Weights

The tutorial below will explain how to create term weights. Term weights are needed when each part of a semester must be a percentage of the of the entire grade. For example, Q1 = 40%, Q2 = 40% and E1 = 20% of the Semester 1 grade.

1. Log in to you Power Teacher portal and launch your web gradebook.
2. Once in you web gradebook click on the **Grade Setup** icon on the top of the menu bar. 
3. Once in **Grade Setup**, you will see near the middle a section called **Reporting Term**. Choose the one at the highest level. In the example below it will be **S2**.

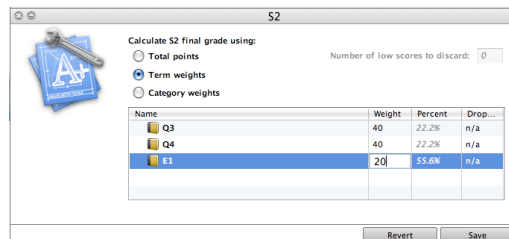
Reporting Term	Start	End
S2	01/05/2009 Mon	05/29/2009 Fri
Q3	01/05/2009 Mon	03/06/2009 Fri
Q4	03/09/2009 Mon	05/27/2009 Wed
E1	05/28/2009 Thu	05/29/2009 Fri

4. When selected the ability to create term weights will appear. Choose **Term Weights** by clicking on the bottom, and the terms will show below in a box. In the example below you will see Q3, A4, and E1. Note that they are currently all weighted the same you will need to change in the next step.



Name	Weight	Percent	Drop...
Q3	100	33.3%	n/a
Q4	100	33.3%	n/a
E1	100	33.3%	n/a

5. To change the weight for each category click on the number (100) in the weight column, and change it to the appropriate percentage or weight. Note: the total weights must equal 100 or 100% you may not go over.



Name	Weight	Percent	Drop...
Q3	40	22.2%	n/a
Q4	40	22.2%	n/a
E1	20	55.6%	n/a

6. When finished click **Save** and your term weights are now set.