

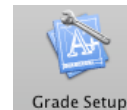
# How to see your letter grades in Web Grade-book

**Problem:** Assignments have been added to the grade-book but the letter grade is not showing up in the **Final Grade** column.

## Solution:

1. Log into Power Teacher and launch Web Grade-book.

2. Once in Web Grade-book go to the **Grade Setup** screen.



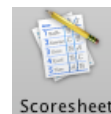
3. Once in **Grade Setup** go to the bottom of the screen and look for the following.



Calculate S3 final grade using:

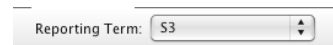
- Total points
- Term weights
- Category weights

4. You will want to choose **Total points** and click **Save**. You may have to click **Category weights** first then click **Total points** for the save to show.



5. When done go to the **Scoresheet** section for the Grade book.

6. Under **Reporting term** choose **S3**.



7. Your letter grades should now be showing under the **Final Grade** column.