

Creating a Weighted Gradebook

When creating a weighted gradebook, all categories that you associate to an assignment and want included in the final grade calculation must be setup within the weighted scale.

This scale must be setup for each class and each quarter.

1. Log into PowerTeacher and launch your gradebook
2. Click on the Grade Setup button at the top of the screen
3. Double-click on the Q1 reporting term
4. Select Category Weights
5. Click on the Add Category button and select the first category that you will be using in your weighted calculation and select the OK button.
6. Double-click the 0 value in the Weight column, and change the weight to the appropriate percentage.
7. Repeat step 5 and continue adding all of your categories. The percentage of all the categories you use in your final grade calculation must add up to 100.





Calculate Q1 final grade using: copy

Total points

Number of low scores to discard:

Term Weights / Standards Weights

Category Weights

▲	Name	Weight	Percent	Drop Low
	Homework	20	20.000%	0
	Lab	20	20.000%	0
	Project	20	20.000%	0
	Test	40	40.000%	0

8. When you are finished setting up your weighted scale, follow the [Copy of Final Grade Setup](#) instructions located on the Intranet to copy the setup to each class and each grading quarter.