

PowerTeacher

Copy Final Grade Setup

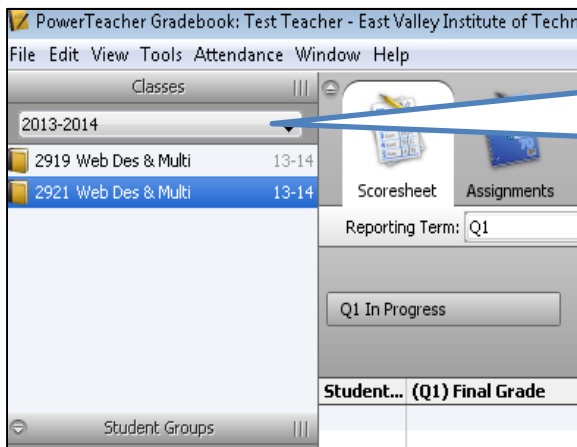
You can use the Copy Final Grade Setup function to copy the grade setup from a specific reporting term or from a class.

You can select a single reporting term, and copy it to every other reporting term in the same class (or any selection of reporting terms in the same class). For example, if you use category weighting, you can set it up once, and copy it to all other terms in the same class.

You can also select a class and copy to every other class, or any selection of classes. For example, if you have 20 art sections, you can set up one section, then copy to every other section in just one step.

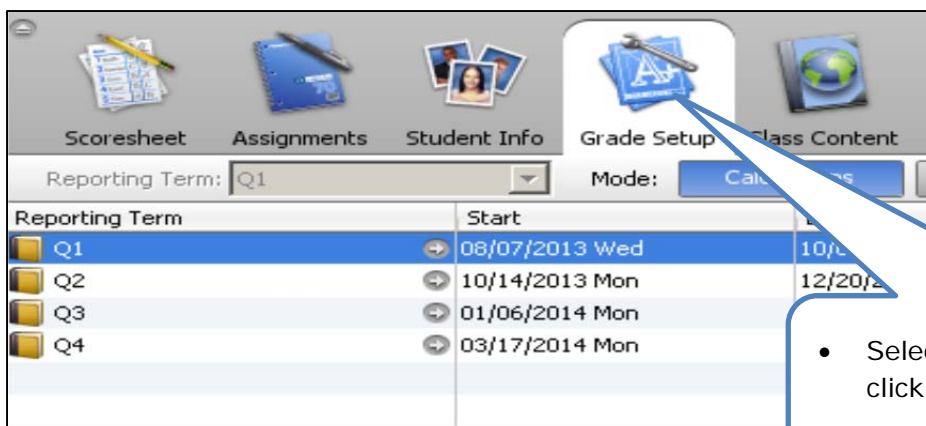
How to Copy Final Grade Setup for a Reporting Term

1. Select the school year and class from the **Classes pane** from where you want to copy the final grade setup.



- You have the option to select and copy final grade setup from previous years as well.
- Select the appropriate year from the drop-down menu and then select the appropriate class.

2. Click the **Grade Setup** tab and select the **Calculations** mode.

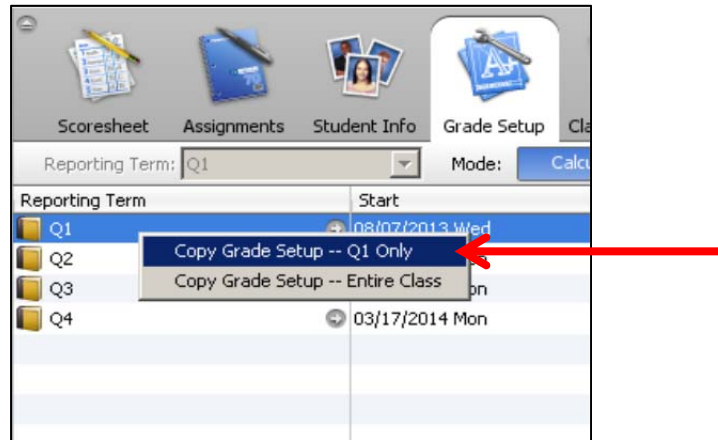


- Select the **Grade Setup** tab and then click and select **Calculations** mode.

3. Select a reporting term from the **Reporting Term** column.

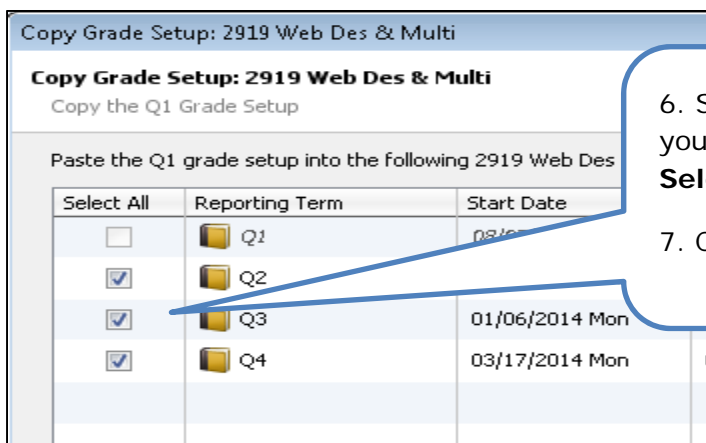
4. Do one of the following:

- Choose **Tools > Copy Final Grade Setup** from the gradebook menu bar. On the Copy Final Grade Setup dialog, select the **[Reporting Term] only** option.
- Right-mouse click on the reporting term and select the applicable **Copy Grade Setup [Reporting Term] Only** option.



- On the **Calculations Detail window**, click the grey **Copy** button.

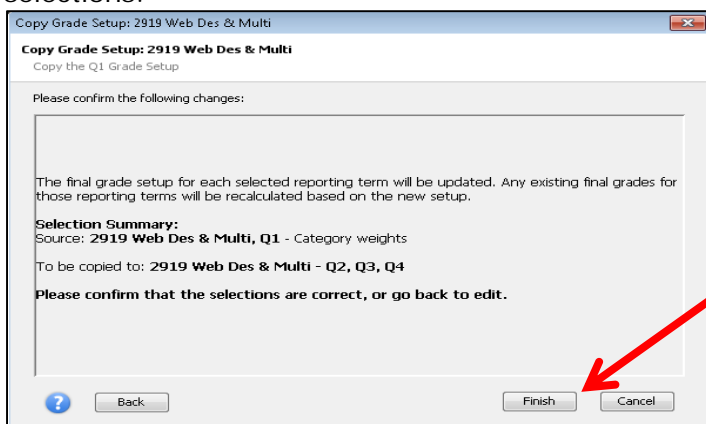
5. The **Copy Grade Setup** dialog appears.



6. Select the checkbox next to the reporting terms to which you want to copy the selected final grade setup. Click on **Select All** to select all available reporting terms.

7. Click **Next**.

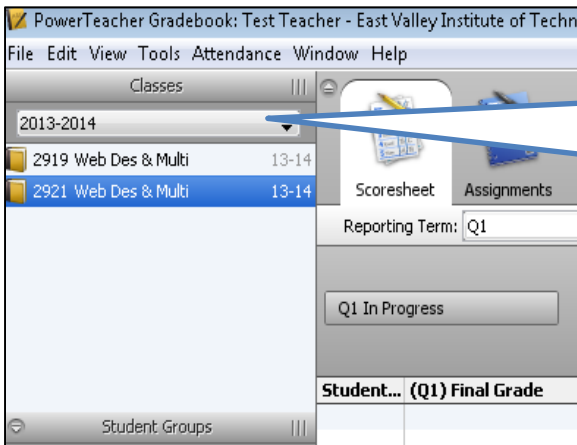
8. A confirmation message appears. Click **Back** to change your selections, or click **Finish** to apply your selections.



9. Click **Save** on the Grade Setup Calculations window to save your changes.

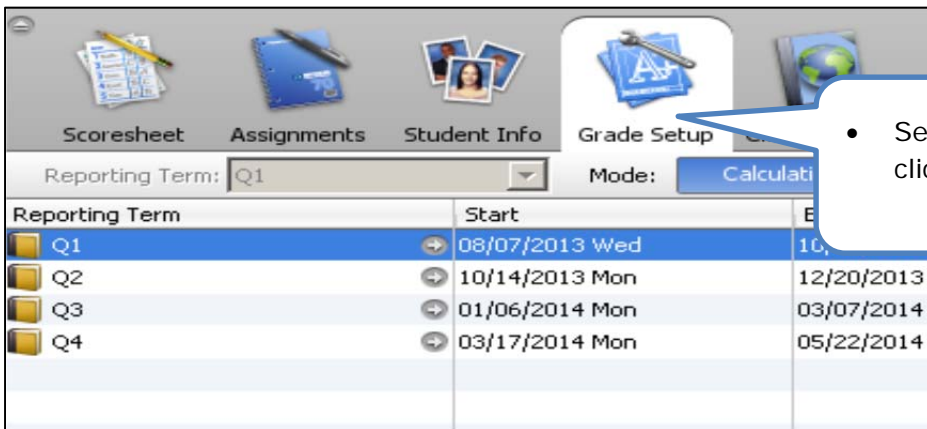
How to Copy Final Grade Setup for an Entire Class

1. Select the school year and class from the **Classes** pane from where you want to copy the final grade setup.



- You have the option to select and copy final grade setup from previous years as well.
- Select the appropriate year from the drop-down menu and then select the appropriate class.

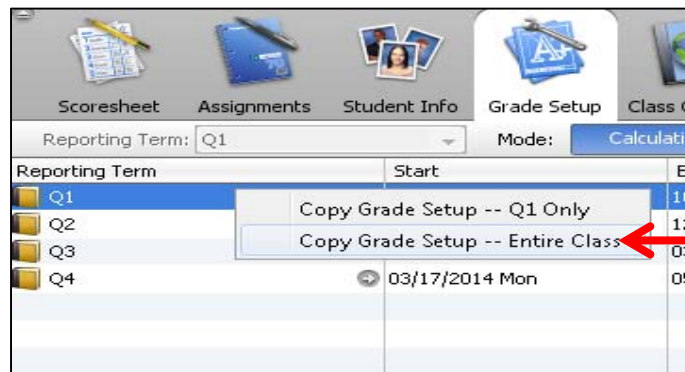
2. Click the **Grade Setup** tab and select the **Calculations** mode.



- Select the **Grade Setup** tab and then click and select **Calculations** mode.

3. Do one of the following:

- Choose **Tools > Copy Final Grade Setup** from the gradebook menu bar. On the Copy Final Grade Setup dialog, select the **Entire Class** option.
- Right-mouse click on the reporting term and select the applicable **Copy Grade Setup -- Entire Class** option.



- On the **Calculations Detail window**, click the grey **Copy** button.

4. The **Copy Grade Setup** dialog appears.

Copy Grade Setup: 2919 Web Des & Multi

Copy Grade Setup: 2919 Web Des & Multi
Copy the 2919 Web Des & Multi Grade Setup

Paste the **2919 Web Des & Multi** final grade setup to the following classes:

2013-2014

Classes	
<input checked="" type="checkbox"/>	2921 Web Des & Multi 13-14

5. Select the reporting term from the pop-up menu.

6. Select the checkbox next to the class or classes to which you want to copy the selected final grade setup.

Next Cancel

7. Click **Next**. A confirmation message appears. Click **Back** to change your selections, or click **Finish** to apply your selections.

Copy Grade Setup: 2919 Web Des & Multi

Copy Grade Setup: 2919 Web Des & Multi
Copy the 2919 Web Des & Multi Grade Setup

Please confirm the following changes:

The final grade setup for each selected class will be updated. Any existing final grades for the reporting terms in those classes will be recalculated based on the new setup.

Selection Summary:
Source: 2919 Web Des & Multi

To be copied to:
2921 Web Des & Multi

Please confirm that the selections are correct, or go back to edit.

Back Finish Cancel

8. Click **Save** on the Grade Setup Calculations window to save your changes.