Recalculating a Gradebook after Traditional Grade Changes are Made

If a Teacher Needs to fix traditional grades after a reporting term is locked, then they must also recalculate the gradebook. This document is for the TEACHER.

Overview

This document will cover the following process: Recalculate Traditional Grades in a Gradebook

Recalculate Traditional Grades in a Gradebook:

- 1. Recalculate the Traditional Grades in the PowerTeacher Pro Gradebook: **Note the Gradebook must remain UNLOCKED in order to Recalculate the gradebook**
 - □ Navigate in the PTP Gradebook to the correct class
 - Select Grading > Traditional





- \Box Ensure the correct term is selected from the dropdown menu
- □ Click the Gear Icon in the upper right side of the screen
- □ Click Recalculate Final Grades



- □ Select the Traditional Grades and Select the Appropriate Class from the dropdown menu
- □ Click Recalculate at the bottom of the screen

Recalculate Final Grades X	
You have selected a class with a locked reporting term. Final grades for locked reporting terms are not recalculated.	
Classes*	Select Classes
Traditional Final Grades	
Standards Final Grades	
 Advanced Options 	