

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.

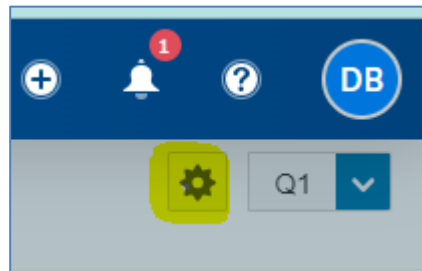
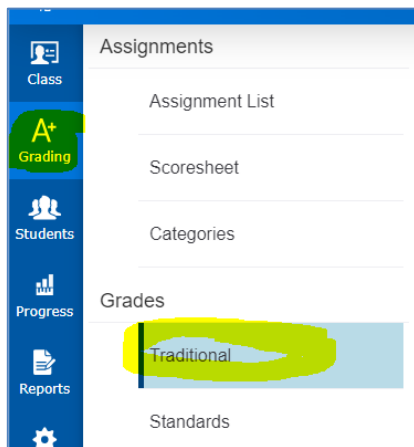
Overview

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

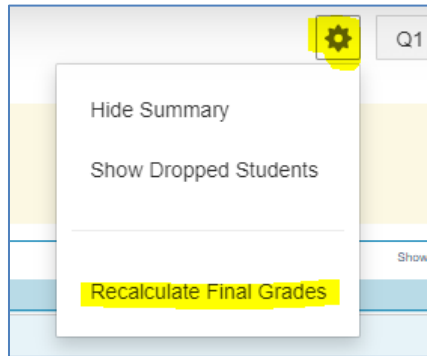
Recalculate Traditional Grades in a Gradebook:

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](#)



- 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

