

Year Long Grade Book Set Up

How to Set Up 1st 2nd 3rd and 4th Quarters

Open Power Teacher Pro

On the left hand bar click settings

Click Traditional Grade Calculations

Go to the top middle of the page to select the course

On the Far Right Click the pencil under the actions category for Q1

Under Type, Change from Total Points to Category Weight

Under Attribute, drop down to Formal

Under Weight Change to 70

Press the Plus Arrow

Repeat for Informal Weight 30

Save

On the Far Right Click the pencil under the actions category for Q2

Under Type, Change from Total Points to Category Weight

Under Attribute, drop down to Formal

Under Weight Change to 70

Press the Plus Arrow

Repeat for Informal Weight 30

Save

On the Far Right Click the pencil under the actions category for Q3

Under Type, Change from Total Points to Category Weight

Under Attribute, drop down to Formal

Under Weight Change to 70

Press the Plus Arrow

Repeat for Informal Weight 30

Save

On the Far Right Click the pencil under the actions category for Q4

Under Type, Change from Total Points to Category Weight

Under Attribute, drop down to Formal

Under Weight Change to 70

Press the Plus Arrow

Repeat for Informal Weight 30

Save and repeat for next course

Go to the top middle of the page to select the next course