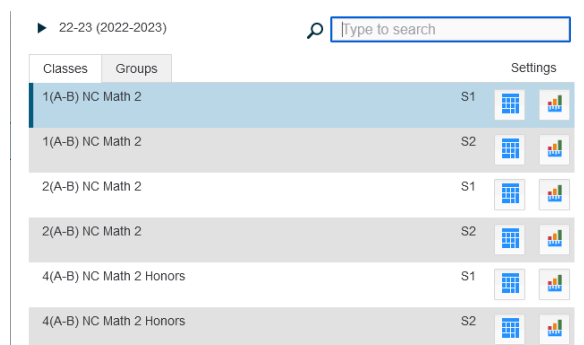
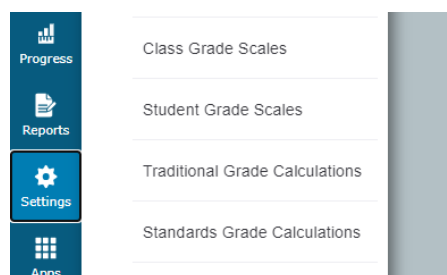


PowerTeacher Pro Set Up Confirmation (9-12)

1. Navigate to your PowerTeacher Pro and select one of your classes for the 2022-2023 school year, starting with a first semester course.



2. Once you have selected a class, confirm category settings are correctly set up within the Traditional Grade Calculations.



3. For Category Weighting, when you select the **ACTIONS** button, you should see that the category, Mastery K-8, accounts for 70% of a student's grade and Artifacts K-8 accounts for 30% of a student's grade. You may have access to other categories, but they will not be calculated into a student's grade.

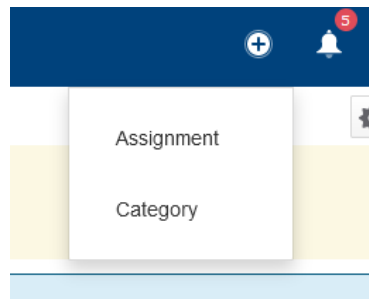
Calculate Overall Class Grade <input checked="" type="checkbox"/>			
TYPE	ATTRIBUTE	WEIGHT	PERCENT
Category Weighting	Mastery 9-12 (Summative)	70	70%
Category Weighting	Artifact 9-12 (Formative)	30	30%

4. For Term Weighting, when you select the **ACTIONS** button, you should see that each quarter is weighted 40% and the final exam is weighted 20%. If the course does not have a final exam, then the final grade is an average of the two quarters.

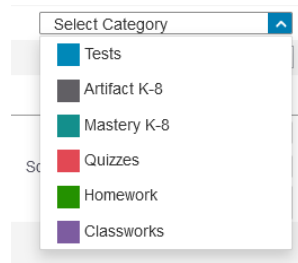
Term Weighting			
Uses the student's calculated percent (Alpha Scales) or numeric value (Numeric Scales) from the reporting term. Example: 95.3% or 3+.			
TYPE	ATTRIBUTE	WEIGHT	PERCENT
Term Weighting	Q3	40	40%
Term Weighting	Q4	40	40%
Term Weighting	X2	20	20%

PowerTeacher Pro Set Up Confirmation (9-12)

- Once you have confirmed that your gradebook is correctly set up, you should try to create an assignment. You create an assignment using the same steps you have always used. Click on the + sign in the top right corner and select assignment.



- Name your assignment using the district's standard naming convention: Standard # (Description).
Examples: 7.SP.3 (Population Variability) or 8.G.5 & 8.EE.7 (Equations & Triangles).
- Select the category from the drop down menu. Only activities in the Artifact K-8 and Mastery K-8 categories will be included in a student's grade, though other categories may be available.



- Due dates should be within the given quarter. In order to be effective, establish purposeful and reasonable deadlines that align to the pacing of the unit.
- The Score Type defaults to Points (Out of 10). You will have to manually adjust to 4 points consistent with district proficiency scales.

Traditional Grade Options

Score Type	Points
Score <input type="button" value="+ Extra Points"/> <input type="button" value="+ Weight"/>	Score Entry Points* <input type="text" value="4"/>
Count in Traditional Final Grade	<input checked="" type="checkbox"/>

Description

- You can use the Description at the bottom of the assignment creation page to add additional information that you would like to share regarding the assignment. This information will be viewable to the parent.
- Once you have completed steps 1-9, repeat steps 1-4 with each class to confirm your setup is correct.