

## **Instructions for Setting Term Weighting**

### **PowerTeacher Pro Gradebook**

1. Open PowerTeacher Pro Gradebook.
2. Click on the “Settings” gear icon on the left menu.
3. Click on “Traditional Grade Calculations.”
4. Select the class that you would like to weight from the dropdown menu at the top of the page.
5. Behind the term that you would like to weight (usually T1 or S1) click on the pencil icon to edit.
6. Under the “Type” dropdown menu, select “term weighting,” under attribute select the term that contributes (i.e. Q1), and then enter the weight (i.e. weight would be 50 for Q1 and 50 for Q2 if you want the final grade from each quarter to average for the Term 1 or Semester 1 grade).
7. Click “Save.”
8. Repeat this for each class and term that you would like to weight.