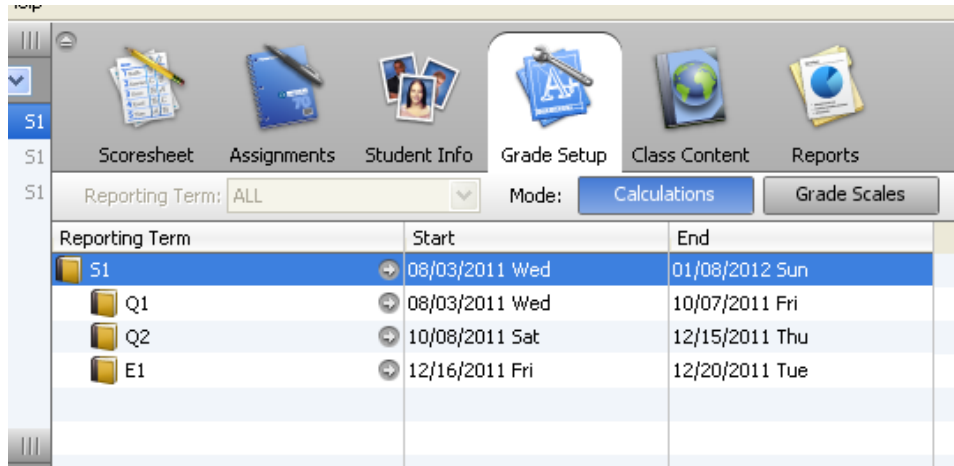# Final Grade Setup-High School

1. Choose your first class under Classes. Then, on the **Grade Setup tab** in PowerTeacher, double-click on a **reporting term (usually Q1 or Q3)** in the upper portion. The bottom portion of the page includes the options for Total Points, Term Weights, or Category Weights.
2. Mark the bubble to select " **Category weights**."
3. Click on " **add category**" to view a list of categories already created in the gradebook.
4. Select the categories to use in the term grade and click OK.

6. Allocate the appropriate **weight** to the category or assignment. HCDE policy is shown.
7. THIS FEATURE IS NOT RECOMMENDED, BUT IF YOU USE IT, DO NOT USE UNTIL THE END OF THE TERM. Click on the zero listed under " **Drop low**" to change the value. If the value 1 is entered, this option directs PowerTeacher Gradebook to exclude the lowest score in a particular category when calculating the final grade. This option is not available for assignments.
8. Click **Save**.

Note: PowerTeacher assignments can be excluded from final grade calculation. Click on the Assignments tab and select the assignment name to verify whether the "Include in Final Grade" box is checked.

9. Repeat for the remaining quarter.

For the Exam setup:
10. While still in the Grade Setup tab, double-click E1 (or E2).
11. Mark the bubble to select " **Category weights**."
12. Click on " **add category**" to view a list of categories already created in the gradebook.
13. Select the **Exam/EOC** category, change the weight to **100%**, and click **OK**.

For the Semester setup:
14. Double-click **S1 (or S2).**
15. Mark the bubble to select **"Term weights".**
16. Change the quarter weights to 37.5% and the E1 (or E2) weight to 25%.

Calculate S1 final grade using: [copy]

○ Total points   Number of low scores to discard: [0]
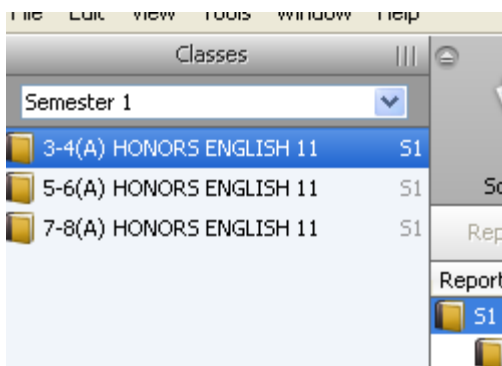⊙ Term weights
○ Category weights

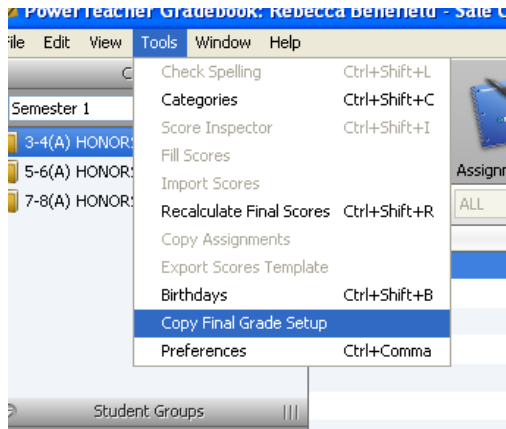| Name	Weight	Percent	Drop Low
📁 Q1	37.5	37.5%	n/a
📁 Q2	37.5	37.5%	n/a
📁 E1	25	25.0%	n/a

Once you have completed the setup on the first class and are sure it is correct, you can copy that setup to the other classes.
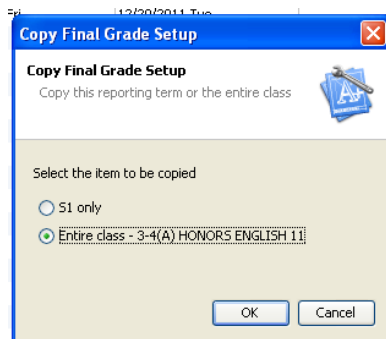
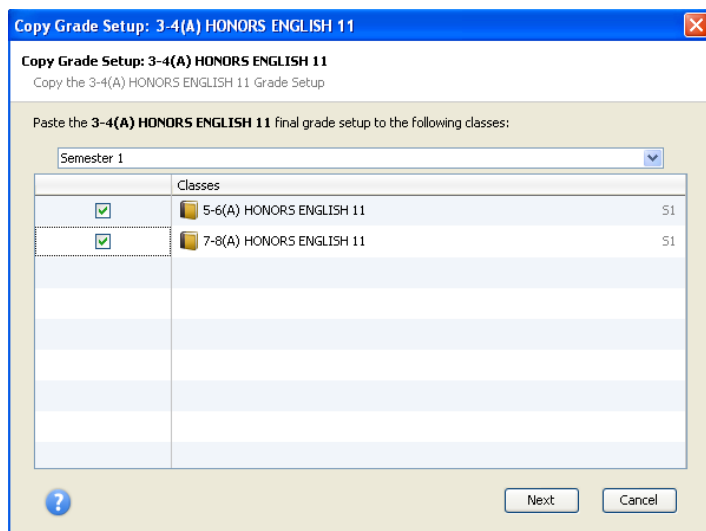1. **Make sure the class with the correct setup is selected under "Classes".**

File Edit View Tools Window Help

Classes	|||

Semester 1 ▾

📁 3-4(A) HONORS ENGLISH 11	S1
📁 5-6(A) HONORS ENGLISH 11	S1
📁 7-8(A) HONORS ENGLISH 11	S1

Sc
Rep

Report
📁 S1
📁

2. Choose Tools>Copy Final Grade Setup

3. Choose "Entire class- …" and click OK.

4. Select the remainder of your classes and choose Next.

5. Confirm your choices and click Finish.
6. Verify the copy by clicking on each class and checking the Grade Setup.