

ELEMENTARY GRADE SETUP GRADES K, 1 and 2

Please complete this checklist and return a copy to your PowerTeacher Administrator

Teacher: _____

School: _____

CHECKLIST STEPS		NOTES	COMPLETED
1	Log in to PowerTeacher using your User name and Password issued by your PowerTeacher Administrator.		
2	Click in "Launch PowerTeacher Gradebook".	www.desotopowerschool.com/teachers	
3	Select the current year (ex: 2014-2015). Select\highlight your first class.		

COMPLETING GRADE SETUP

1	Click on Grade Setup in the middle of the screen.		
2	Now you should see the reporting terms.		
3	Double-click on Y1 Reporting Period – this will show you options at the bottom .		
4	Select Term Weights – set S1 and S2 weights to 50/50 and click Save.	NOTE: If you teach the same subject multiple periods within the same term. Then you can copy your setup. If you need further instructions please ask you PowerTeacher Administrator at you r school for assistance.	
5	Double-click on S1 Reporting Period.		
6	Select Term weights – set R1 and R2 weights to 50/50 and click Save.		
7	Double-click on S2 Reporting Period.		
8	Select Term weights – set R3 and R4 weights to 50/50 and click Save.		
9	Double-click on R1 Reporting Period.		
10	Once all terms have been defined, you can now copy the grade setup to your other classes that meet the same criteria.		

COPYING GRADE SETUP TO OTHER CLASSES

1	To copy – double click Y1 – then click on the “Copy” next to Calculate Y1 final grade.		
2	Click OK on the next screen.		
3	On the next screen select the classes to which you wish to copy the setup.		
4	Click Next.		
5	Confirm the copy selections are correct and click Finish.		
6	Go to each class that you teach. Click Grade Setup. Click on each reporting term to verify the setup was copied correctly.		

GRADEBOOK SETUP COMPLETED

I have completed the Grade Setup in my gradebook.

Teacher Signature

Date