

HIGH SCHOOL SETUP FOR SEMESTER CLASSES

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

Teacher: _____

School: _____

CHECKLIST STEPS	NOTES	COMPLETED
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LOGGING IN TO POWERTEACHER

1	Log in to PowerTeacher using your User name and Password issued by your PowerTeacher Administrator.	www.desotopowerschool.com/teachers	
2	Click in "Launch PowerTeacher Gradebook".		
3	Select the current year (ex: 2011-2012). Select\highlight your first class.		

SETTING UP CATEGORIES

You must define Categories before you can complete your Grade Setup or create an assignment.

CATEGORIES ARE GLOBAL! THEY WILL APPEAR IN EVERY CLASS YOU TEACH AND SHOULD NEVER BE DELETED!

1	In the Categories Pane click the + sign.	By default there are 4 categories. You can use the existing categories or add your own. Some Administrators require you to grade students based on specific categories and weights. Please check with them before you define these.	
2	Enter a name, abbreviation. You may color code the category, if you wish.		
3	Set the possible points to 100.		
4	Set the Score Type to Percentage.		
5	Leave Final Grades checked.		
6	Leave Publish Assignment to immediately.		
7	Leave Publish Scores checked.		
8	Click OK.		
9	Repeat steps to create all categories needed.		

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 S1 or S2 Reporting Period - this will show you options at the bottom.		
4	Select Term weights - set either T1 and T2 or T3 and T4 weights to 50\50 and click Save.	NOTE: If you teach the same subjects multiple periods within the same term, then you can copy your setup. If you need further instructions please ask your PowerTeacher Administrator at your school for assistance.	
5	Double-Click on T1 or T3 Reporting Period .		
6	Select category weights. Click the + sign to add a category. Select the categories to be used in this class then click OK.		
7	Set the weights (see Administrator for definitions). This will calculate the percentage.		
8	Click Save.		
9	Double-Click on T2 or T4 Reporting Period.		
10	Select category weights. Click the + sign to add a category. Select the categories to be used in this class then click OK.		

11	Set the weights (see Administrator for definitions). This will calculate the percentage.		
12	Click Save.		
13	Once all terms have been defined you can now copy the grade setup to your other classes that meet the same criteria -such as terms\categories.		

COPYING GRADE SETUP TO OTHER CLASSES

1	To copy - double click S1 or S2 - 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 to.		
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