Setting up Categories, Grading Preferences and Entering Grades Grades 1-5
Before using the gradebook, Categories and Grading preferences must be setup.
• PowerTeacher Pro is accessed from within the Power Teacher portal. There is no desktop shortcut, as PTP is web based.

• From within your browser, log in to the PowerTeacher portal at www.desotopowerschool.com/teachers

• Enter your User name and Password issued by your PowerTeacher administrator and click Sign In.
• You will be taken to the PowerTeacher portal screen.
• You can access PowerTeacher Pro by clicking on PowerTeacher Pro under the class name.
• When you first log in to PTP, there will be a Welcome message that introduces some of the features. Click Close once you have read the message.
• To access the Welcome message again, click the Help icon and select Getting Started.
Grading Preferences have been setup at the district level for Y1, S1 and S2.

For those classes that use categories and assignments (Language Arts and Math Grades 1-5 and Science and Social Studies Grades 4-5), you will need to setup R1, R2, R3 and R4.

For those who only enter a Final Grade at the end of the terms, you will not need to do any Grade Preferences setup. You may leave Y1, S1 and S2 with the default settings.
The setup for the terms are set at the district level (except for R1, R2, R3, and R4. The teacher will need to set up these.) Terms set at the district level are locked and they cannot be changed at the school level.

**Grade Setup** (Remember this is for those classes that use categories and assignments (Language Arts and Math Grades 1-5 and Science and Social Studies Grades 4-5), you will need to setup R1, R2, R3 and R4.

<table>
<thead>
<tr>
<th>REPORTING TERM</th>
<th>FORMULA TYPE</th>
<th>EDIT CALC</th>
<th>EDIT DROPS</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y1</td>
<td>Term Weighting</td>
<td></td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>S1</td>
<td>Term Weighting</td>
<td></td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>R1</td>
<td>Total Points</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>R2</td>
<td>Total Points</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>S2</td>
<td>Term Weighting</td>
<td></td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>R3</td>
<td>Total Points</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>R4</td>
<td>Total Points</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
</tr>
</tbody>
</table>

Revised 2019-2020
Teachers, there are two things you must do in order to prepare your gradebook for the year:

1. Set up your Categories. Elementary categories should already be set, but please check them.

2. Set the Grading preferences for R1, R2, R3 and R4 for EACH class that you teach.
• Categories for Grades 1-5 have already been defined at the District level as given to us by Central Services Curriculum Department.

• Categories are global and will appear in all classes that you teach.

• PowerTeacher Pro will store gradebooks from previous years, so NEVER delete a category, as that would affect any previous gradebooks.
Categories and Weights Grades 1-5

• Language Art Grades 1-2:
  – Reading – 40%
  – Writing – 25%
  – Word Study – 25%
  – Language – 10%

• Math Grades 1-5:
  – Assessments – 60%
  – Classwork – 40%

• Language Art Grades 3-5:
  – Reading – 60%
  – Writing – 30%
  – Word Study – 10%

• Science and Social Studies Grades 4-5:
  – Assignments – 50%
  – Assessments – 50%
Categories and Weights Grades 1-5

• Science and Social Studies Grades 1-3:
  – S, N, and U Final Grades will be entered only at R1, R2, S1, R3, R4, S2 and Y1.

• Health, PE, Music and Art Grades 1-5 (Revised 2019-2020):
  – Numerical Final Grades will be entered at R1, R2, S1, R3, R4, S2 and Y1.
Explanation of Traditional Grade Calculations and Weights for Grades 1-3

Please use the following guidelines for setting up the Traditional Grade Calculations:

Science and Social Studies will enter S, N, or U as the Final Grade for terms R1, R2, S1, R3, R4, S2 and Y1. (Health, P.E., Music and Art will enter a numerical grade as the Final Grade for terms R1, R2, S1, R3, R4, S2 and Y1. (These terms, S1, S2 and Y1 are set at the district level, so you will not need to do anything to these settings. Complete the setup for terms R1, R2, R3, R4.)
**Explanation of Traditional Grade Calculations and Weights for Grades 1-3**

Language Arts and Math will use Categories and Assignments, so you, the Teacher, will need to set up these Traditional Grade Calculations for terms R1, R2, R3 and R4. The Traditional Grade Calculations will look like this:

<table>
<thead>
<tr>
<th></th>
<th>Y1</th>
<th>Term Weighting</th>
<th></th>
<th>Y1</th>
<th>Term Weighting</th>
<th></th>
<th>Y1</th>
<th>Term Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1</td>
<td>Category Weighting</td>
<td>✔️</td>
<td></td>
<td>✔️</td>
<td>✔️</td>
<td></td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>
Explanation of Traditional Grade Calculations and Weights for Grades 4-5

Please use the following guidelines for setting up the Traditional Grade Calculations:

Health, P.E., Music and Art will enter a numerical grade as the Final Grade for terms R1, R2, S1, R3, R4, S2 and Y1. Terms, S1, S2 and Y1 are set at the district level, so you will not need to do anything to these settings. Complete the setup for terms R1, R2, R3, R4.
Explanation of Traditional Grade Calculations and Weights for Grades 4-5

Language Arts, Math, Science, and Social Studies will use Categories and Assignments, so you, the Teacher, will need to set up these Traditional Grade Calculations for the terms R1, R2, R3, R4. The Traditional Grade Calculations will look like this:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Term Weighting</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Y1</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>S1</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>R1</td>
<td></td>
<td>Category Weighting</td>
<td>✓</td>
</tr>
<tr>
<td>R2</td>
<td></td>
<td>Category Weighting</td>
<td>✓</td>
</tr>
<tr>
<td>S2</td>
<td></td>
<td>Term Weighting</td>
<td>✓</td>
</tr>
<tr>
<td>R3</td>
<td></td>
<td>Category Weighting</td>
<td>✓</td>
</tr>
<tr>
<td>R4</td>
<td></td>
<td>Category Weighting</td>
<td>✓</td>
</tr>
</tbody>
</table>
View the Categories to see if what you need is there:

Click on A+ Grading and Choose Categories.

Check the category list. You should find the Categories necessary for Grades 1-5, as set by Central Services Curriculum Department.
You can change the order of the Categories by clicking the up or down arrow to the left of the Category Name, under the Order Column.
• You can **Inactivate** a Category that you do not plan to use so that it does not show in your Category list. *If you inactivate a category, it will not show in any of your classes.*
• Click on the Pencil to the far right of the Category Name.
• Click in the Inactive box to the right of Status.
• This Category is now Inactive and will not show in your list of Categories. **Please do not delete existing Categories!**
Finish Preparing the Gradebook for the Year!

• Please follow the instructions on the following pages to complete the requirements for your gradebook.
• Launch PowerTeacher Pro.

• By default, PowerTeacher Pro opens to the Assignments screen in the Grading Module. The first time you log in, you will not see any assignments, as you have not created any.

Navigate to your first class by clicking the arrow to the left of the Class Name and selecting the first class period.
To setup Traditional Grading Calculations, Click on the Settings button from the Navigation/Menu Bar on the left side of the screen.

- Click on Traditional Grade Calculations.
This Screen will show all of the classes that you teach.

1. Verify that you are in the correct year/term. If you need to change this, click the arrow to the left of the Class and Term. This will open a new screen. Click the arrow beside the Term. A new box will appear where you can change to a different term.
2. Select the class to set up, by clicking the arrow to the left of the class name. This will expand that class so that you can view the Terms for the year. You can also collapse a class by clicking the down arrow to the left of the class name.

3. Remember to use the guidelines from the previous pages to set up the classes that you need, based on the grade that you teach.
Always be aware of which class you are working with. These directions are for setting up Language Arts, Grade 4. Please use the previous information/tables for setting your class and grade percentages.

<table>
<thead>
<tr>
<th>REPORTING TERM</th>
<th>FORMULA TYPE</th>
<th>EDIT CALC</th>
<th>EDIT DROPS</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y1</td>
<td>Term Weighting</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>S1</td>
<td>Term Weighting</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>R1</td>
<td>Total Points</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>R2</td>
<td>Total Points</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>S2</td>
<td>Term Weighting</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>R3</td>
<td>Total Points</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>R4</td>
<td>Total Points</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

4. Remember that Y1, S1, and S2 are set at the district level, so all you need to do is R1, R2, R3 and R4.

5. Click on the Pencil to the right of R1 to edit the settings.
6. (Leave the Calculate Overall Class Grade checked.
7. (Click the plus sign to add a Type, if there is not one there already.
8. (By default, the Type is set to Total Points.
9. (Set the Type to Category Weighting.
10. Set the Attribute to **Reading**.
11. Set the Weight to **60**.
12. The Percent will be calculated for you as you add your categories.
13. Click the plus sign to add another Type, if there is not one there already.

14. Set the Type to Category Weighting.

15. Set the Attribute to Writing.

16. Set the Weight to 30.

17. Click the plus sign to add another Type.

18. Set the Type to Category Weighting.

19. Set the Attribute to Word Study.

20. Set the Weight to 10.

Note: Notice the percentages were calculated for you, adding up to 100%.
The Categories should total to 100%.
21. Once R1 is setup, copy that setup to R2, R3 and R4.
22. Click on the Setup icon and click Copy Traditional Grade Calculations.
23. Click the button to the right of Within a Class.
24. Select the class from which to copy the setup (the class you are working in).
25. Select the term from which copy the setup (R1).

26. Now select the Term to which you wish to copy the setup (R2).
27. Click Validate in the bottom right corner.
28. Verify that this is the action you wish to make, from R1 to R2 within the current class.

29. Click Copy in the bottom right corner.
30. Repeat these steps and copy the setup to R3 and R4 for this class.
31. You have now defined the Grading Preferences/Traditional Grade Calculations for this class.
Now, let’s set up another class – Math (or whatever class you need to set up).

32. From the Traditional Grade Calculations screen, collapse the class you were working in.
33. Expand the Math Class.
34. Set up R1, R2, R3 and R4 with the appropriate categories and weights, just as you did for the Language Arts class.

![R1 Reporting Term for 6(A-E) Math 4](chart.png)
35. If you have a class that uses the same setup, you can follow these directions to copy its setup to those other other classes.

36. Be sure you are in the class from where you want to copy the setup. Click on Copy Traditional Grade Calculations.

REMEMBER, THIS IS AN EXAMPLE. PLEASE FOLLOW THE GUIDELINES FOR THE SUBJECT/GRADE LEVEL APPROPRIATE TO YOU.
37. Click on the button to the right of To Another Class.
38. It now needs to know from which class do you wish to copy the Grade Calculations.
39. Choose the term from the drop down, if it is not already set.
40. Click the drop down for the class and choose the class that you just completed setting up, if it is not already set. (Revised 2019-2020)
41. Select the Term and Class to which you wish to copy the Grade Calculations.
42. Click on Validate in the bottom right. Verify what is to be copied.
43. Click on Copy in the bottom right of the next screen.
44. Now, follow this same procedure to copy the Grade Calculations to any other class that uses this setup.
45. If you use different Grade Calculations for another class, follow these same steps to set the Grade Calculations for that class.

46. Now, when you change to the other class periods to which you copied the Grade Calculations and access the Traditional Grade Calculation screen, you will see that the calculations has been copied to the other classes.

47. Once you have completed the setup for each of the classes that you teach, the grading rules are set for the entire year.

48. You are now ready to create assignments within your classes and enter grades.
Creating Assignments

• To display your Assignment list, Click on the A+ Grading.
• Click on Assignment List.
• This will show the assignments that have been created, if any have.

Revised 2019-2020
To create an assignment, click on the Create (button in the upper right of the screen.

Click on Assignment. Assignments and Categories can be created from most any screen in PTP from this button.

From the Assignment tab, Select the Classes in which you want this assignment to appear. (This is an easy way to have an assignment appear in multiple classes without having to create it over and over.)

Once you have selected the classes, click the arrow beside Select Classes to close the window.
• Give the assignment a name.
• Select the Category for that assignment.
• Set the Score Type to Percent.
• Set the Points to 100.
• Check Count in Final Grade.
• Set the Due Date.
• Enter a Description if you wish.
• Click on the Students tab.
• You can select all of the students in the class.
• You can also Add or Remove students who are required to complete this assignment.
• Click on the Publish tab.
• We recommend using Publish Immediately, but there are other choices.
• Be sure Publish Scores is checked. All of this allows for the scores to show up immediately in Parent Portal.
• Click Save and Close when you have finished.
• To view the assignments in the scoresheet, click on A+ Grading then Scoresheet.

• The scoresheet window looks similar to a traditional gradebook.

### Scoresheet - R1
1-4(A-E) LA 4

<table>
<thead>
<tr>
<th>STUDENTS (22)</th>
<th>GRADE</th>
<th>ASSESSMENT 1 (7/21/2017)</th>
<th>READING 1 (7/21/2017)</th>
<th>SCHOOL PLAN (7/21/2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td>blocker, Taylor</td>
<td>--</td>
<td>--</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sello, Yandel</td>
<td>--</td>
<td>--</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bello, Isheidy</td>
<td>--</td>
<td>--</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cioni, Leland</td>
<td>--</td>
<td>--</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Derez, Aerion</td>
<td>--</td>
<td>--</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parra, Evelyn</td>
<td>--</td>
<td>--</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Revised 2019-2020
• Continue to create Assignments by following these directions.
• To see the Assignments, Click the (A+ Grading button on the menu bar, then click Assignment List.
• You can sort the assignments according column headings by clicking on that column name.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>ASSIGNMENTS</th>
<th>SCORED</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read</td>
<td>1.Assessment 1</td>
<td>0 / 22</td>
<td>7/21/2017</td>
</tr>
<tr>
<td>Read</td>
<td>2.Reading 1</td>
<td>0 / 22</td>
<td>7/21/2017</td>
</tr>
<tr>
<td>Perf</td>
<td>3.School Planner</td>
<td>0 / 22</td>
<td>7/21/2017</td>
</tr>
</tbody>
</table>
• Student names show in the column on the left side of the scoresheet.
• Assignments show in columns across the page.
- Use the arrows to scroll left and right to view the assignments (OR the Page links at the bottom of the screen).

- You can also set how many assignments you wish to appear on a page. If you set a higher number of assignments that you have, you will scroll through assignments on one page, not page to page.

<table>
<thead>
<tr>
<th>Grade: C+</th>
<th>78.67%</th>
<th>--</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHPT 13 TEST (9/13/2016)</td>
<td>PERIODIC TABL... (9/13/2016)</td>
<td>CHAPTER 3 REV... (9/14/2016)</td>
</tr>
<tr>
<td>70</td>
<td>49</td>
<td>67</td>
</tr>
<tr>
<td>80</td>
<td></td>
<td>80</td>
</tr>
<tr>
<td>73</td>
<td>56</td>
<td>80</td>
</tr>
<tr>
<td>73</td>
<td>51</td>
<td>63</td>
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<td>73</td>
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<td>77</td>
</tr>
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<td>60</td>
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<td>63</td>
</tr>
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<td>90</td>
<td>63</td>
<td>96</td>
</tr>
<tr>
<td>90</td>
<td>63</td>
<td>87</td>
</tr>
<tr>
<td>83</td>
<td>67</td>
<td>83</td>
</tr>
<tr>
<td>77</td>
<td>51</td>
<td>73</td>
</tr>
<tr>
<td>87</td>
<td></td>
<td>83</td>
</tr>
<tr>
<td>90</td>
<td>67</td>
<td>87</td>
</tr>
</tbody>
</table>

Revised 2019-2020
• To enter scores for the assignments, click A+ Grading on the navigation bar and click Scoresheet.

• Be sure that you are in the correct Reporting Period and the class in which you wish to work.
• Click in the cell below the Assignment name and to the right of the student name. (The Scoresheet functions very much like a spreadsheet.)
• The Score Inspector will appear on the right of the screen. (Revised 2019-2020)
You can enter a grade one of several ways:

- Click in the cells in the Score Inspector and key in the grade and click or hit Enter.

OR

- Click on the grade buttons in the Score Inspector and click or hit Enter.

OR

- Key the score directly into the cell under the assignment name and to the right of the student name and hit Enter.
• Move to the next student by either Clicking in the cell to the right of the student’s name in the Scoresheet OR
• Clicking the up or down arrow beside the student’s name in the Score Inspector.
• Enter the grade for the next student and continue this process for all students and assignments as necessary.
• For those subjects that get only a final grade at S1, S2 and Y1:

  - Click in the cell below the Grade column and to the right of the student name. (The Scoresheet functions much like a spreadsheet.)
  - The Score Inspector will appear on the right of the screen.
You can enter a grade one of several ways:

• Click in the cell in the Score Inspector grade, key the score and click or press Enter.

OR

• Click on the grade buttons in the Score Inspector, key the score and click or press Enter.

OR

• Key the score directly into the cell to the right of the student name and under the Term and press Enter. When entering in this manner, be aware of which box in the Score Inspector is active.
Entering the grades in the cells below the Grade Column:
• If the top (Alphanumerical) box is active in the Score Inspector, it expects you to key an alphanumerical value. If you key a numerical value, you will receive an error message. If you key letter grade in the top box, it will generate a numerical value at the middle of the grade scale for that letter grade. Example: A = 95, B = 85, etc.

If the bottom box (%) is active in the Score Inspector, it expects you to key a numerical value. If you don’t, you will receive an error message. When you key a numerical value here, it will generate the letter grade appropriate to that numerical value.
Alphanumerical cell is active.

You can identify which cell is active by the keypad in the Score Inspector.

% cell is active.
• Courses that use S, N, and U for the final terms grades:
  – Grades 1, 2 and 3 Science and Social Studies,
• Grade Scale 3=S, 2=N, 1=U.
• Move to the next student by either Clicking in the cell to the right of the student’s name in the Scoresheet OR
• Clicking the up or down arrow beside the student’s name in the Score Inspector.
• Enter the grade for the next student and continue this process for all students in all courses that you teach.
To fill a column: Click in the cell under the assignment.

Key in the grade to be filled, but do not hit Enter or Save.

Click the Fill button in the Score Inspector. You can fill down or across a column or across a row. The column/row will be filled with the value you keyed.

BE SURE TO ALWAYS SAVE WHEN WORKING IN THE GRADEBOOK.
• To View grades on a student for multiple terms, click on the Students button on the menu and choose Quick Lookup – Traditional.
• This view is helpful in seeing the student’s classes and grades for each grading term.

<table>
<thead>
<tr>
<th>Course</th>
<th>Q1</th>
<th>M1</th>
<th>Q2</th>
<th>S1</th>
<th>Q3</th>
<th>Q4</th>
<th>S2</th>
<th>Y1</th>
<th>Absences</th>
<th>Tardies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geography</td>
<td>B+</td>
<td>B+</td>
<td>B+</td>
<td>B+</td>
<td>B+</td>
<td>B+</td>
<td>B</td>
<td>B+</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
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<td>88.215</td>
<td>87.99</td>
<td>88.35</td>
<td>88.27</td>
<td>86.08</td>
<td>87.18</td>
<td>87.77</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Hoffman, Quinn</td>
<td>92.78</td>
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<td>92.91</td>
<td>93.58</td>
<td>91.41</td>
<td>92.5</td>
<td>92.71</td>
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<tr>
<td>English 11</td>
<td>[ i ]</td>
<td>C-</td>
<td>D</td>
<td>D</td>
<td>[ i ]</td>
<td>A</td>
<td>F</td>
<td>F</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Elliott, Robby</td>
<td>68.52</td>
<td>63.45</td>
<td>63.45</td>
<td>31.73</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Chemistry</td>
<td>B-</td>
<td>B-</td>
<td>C+</td>
<td>C+</td>
<td>B-</td>
<td>C+</td>
<td>B-</td>
<td>C+</td>
<td>0</td>
<td>0</td>
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<td>Bradley, Rex</td>
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Revised 2019-2020
• All classes must have Final Grades for Terms S1, S2, AND Y1, whether you have a class with gradebook assignments or classes with no gradebook assignments.

• These term grades are mandatory for state reporting.

• PLEASE check all of your Traditional Grade setup for EACH class that you teach!!!