

Setting Up Grades for the NON-PowerGrade User

- Log onto PowerGrade. Open your first class.
- Find the light switch icon “Preferences.” Open your Preference window and on the top of the window go to the third tab labeled “Scores.”
- Where it says “calculate as” click in the “Exempt” circle. Click on “OK” and close the window.





General | Display | Scores | Notification | PowerSchool

Unrecorded Scores

Display unrecorded scores as []

Calculate as 0 pts earned Exempt

Set Up a Grade Category and Assignments for Fall 2005

- With your first class open click on the “Windows” menu at the top and select “Categories.”
- In the “Category Name” field type “**Grades**”, then click “**Accept**” & Close 
- Open the Assignment window by clicking on the Assignment icon. 
- Enter grade assignments for the Fall 2005 by following the chart below.
- Make sure “Category” field shows “**Grades**” then complete the “Name, Abbrev., Pts. Poss., and Date” fields as indicated below.
- After each assignment click the “Accept”. When finished with all, click “Close”.



Category	Name	Abbrev.	Pts. Poss.	Date
Grade	R1	R1	100	9/30/05
Grade	R2	R2	100	11/4/05
Grade	R3	R3	100	12/13/05
Grade	Semester 1	S1	100	12/16/05

Assignments


Due Date	Name
09/30/2005	R1
11/04/2005	R2
12/13/2005	R3
12/16/2005	Semester 1

Category: Grades

Name: R2

Abbrev: R2

Pts. poss: 100 Weight: 1

Date due: 11/4/2005 

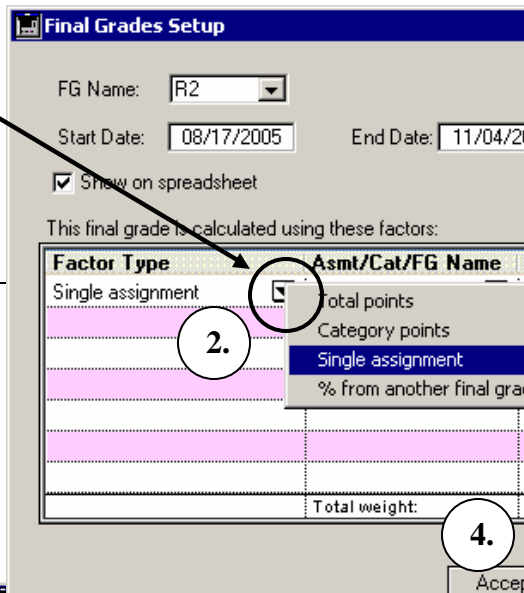
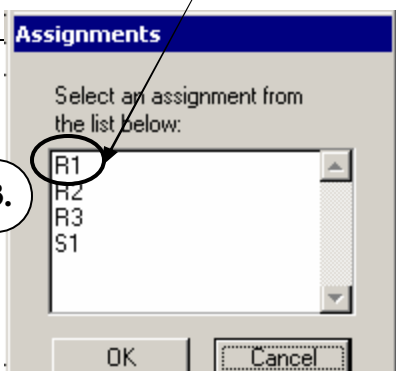
Option: Use calendar icon to enter dates.

Over

Name	R1
Crawford, Marcela O.	(0) 0/0

Avoiding Grade Accumulation

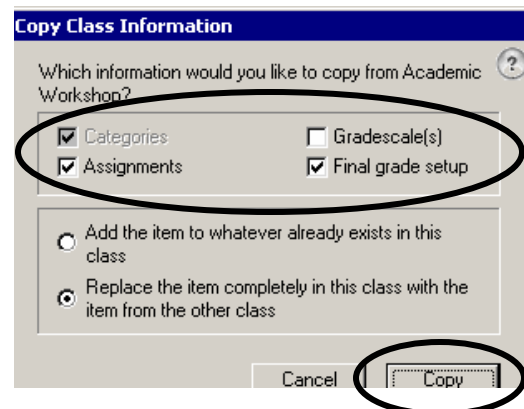
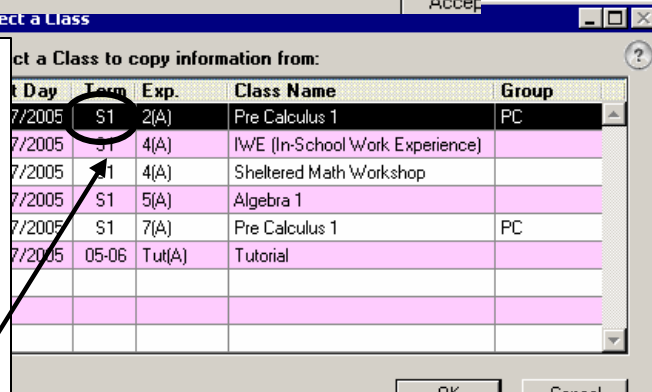
1. Click on “**R1**” at the top of your spreadsheet, next to the names of your students.
2. Final Grade Setup window opens. Click on down arrow next to Total Points in “Factor Type”, move over and click “Single Assignment.”
3. Assignments window appears click **R1**, then OK
4. Click “Accept” to close the window.
5. Repeat steps 1-4 for **R2**, **R3** and **S1**.



Copy Class Info

You’ve done the “hard” part. Now use the following instructions to copy these same categories, assignments and grade setups into the remaining classes, including IWE /TAs.

- A. After you set up one class, use **Classes** menu to open a new class where grades are *not* set up.
- B. Go to the top of your screen and pull down the **Utilities** menu.
- C. Select **Copy Class Info**. Open class window opens.
- D. Select the class from which you want to copy information.
- E. Click “**OK**.” Copy Class Information page appears.
- F. Select the check boxes for “*Categories*”, “*Assignments*” and “*Final Grade Setup*”.
- G. Click “**Copy**”. This class is all set up!
- H. Now repeat steps A-G for remaining classes.
- I. Enter Grades for a student, by entering a grade (0-100) in right side R1 column. It should then appear automatically in left column R1 That posts grades!



Additional / Advanced Tidbits:

- ✓ TAs get CR or NC only. After setting up IWE period as above, double click on (0) 0/0 next to TA’s name under R1 and Manually Override to give a CR or NC.
- ✓ To add Comments, double click on the number to the left of a student’s name. Enter comments as desired, be sure to click on the arrows (at top just under student name) when finished to “save” the comments. Click OK to end. (If OK isn’t visible, simply hit ESC key on keyboard).