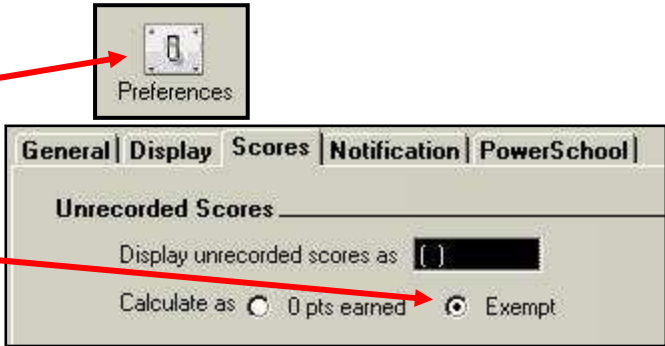


Redwood Spring 2007

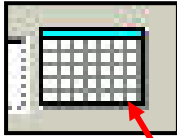
Setting Up Grades for the NON-PowerGrade User

1. Log onto PowerGrade. Open your first class.
2. Find the light switch icon labeled "Preferences." Open the Preferences window and click the third tab labeled "Scores."
3. Select Exempt in the Calculate As section and click the OK button.



Set Up a Grade Category and Assignments for Spring 2007

1. With your first class open click on the "Windows" menu at the top and select "Categories."
2. In the "Category Name" field type "Grade".
3. In the "Default Pts Possible" field enter 100 points and then click the "Accept" button.
4. Click the X in the upper right hand corner to close the Category window.
5. Open the Assignment window by clicking on the Assignment icon.
6. Enter grade assignments for the Spring 2007 grades by following the chart below.
7. Make sure "Category" field shows "Grade" then complete the "Name, Abbrev., and Date" fields as indicated below.
8. After creating each assignment click the "Accept" button.



Click on the calendar icon to select due dates.

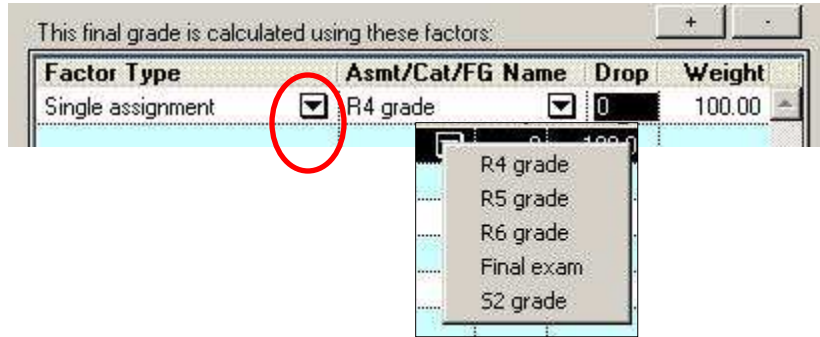
Category	Name	Abbrev.	Pts. Poss.	Date Due
Grade	R4 grade	R4	100	2/23/2007
Grade	R5 grade	R5	100	4/13/2007
Grade	R6 grade	R6	100	6/11/2007
Grade	Final Exam	Final	100	6/19/2007
Grade	S2 grade	S2	100	6/22/2007

Over

Avoiding Grade Accumulation

PowerGrade will grade cumulatively by default. To avoid cumulative grading follow these steps.

1. Click on "R4" at the top of your spreadsheet, above the names of your students.
2. When the window appears go to "Factor Type" and move the down arrow next to "Total Points" to "Single Assignment."
3. Click on the drop down menu under "Asmt/Cat/FG Name" to select the R4 assignment.
4. Click "Accept" to close the window. Do the same for "R5" but click on "R5 Grade."
5. Repeat this process for R6, the final exam column (E2) and semester grade column (S2).

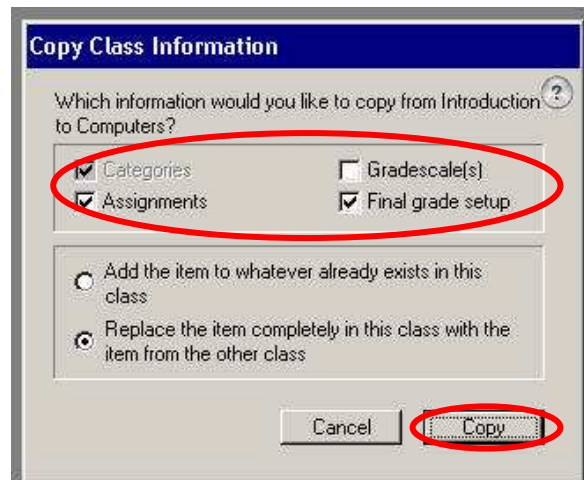


Copy Class Info

1. Use the following instructions to copy all of your assignments and grade set up into the remaining classes, including TA's.
2. After you set up one class open a new class where grades are **not** set up.
3. Go to the top of your screen and pull down the Utilities menu.
4. Find copy class info.
5. Select the class from which you want to copy information **from**.
6. Click "OK." The copy class information page appears.
7. Select the check box for "Categories", "Assignments." and "Final Grades setup".
8. Click "Copy" to copy your grade set up to the open class.
9. Repeat the procedures again for the remaining classes.

Select a class to copy information from:

1st Day	Term	Exp.	Class Name
1/7/2004	S2	1(A)	Honors Integrated Science 4
8/20/2003	S1	1(A)	Honors Integrated Science 3
8/20/2003	S1	2(A)	IWE - Lab Tech
8/20/2003	S1	2(A)	Honors Integrated Science 3
8/20/2003	S1	4(A)	IWE - Lab Tech
8/20/2003	S1	5(A)	Chemistry 1
8/20/2003	S1	6(A)	IWE - Lab Tech
8/20/2003	S1	6(A)	Chemistry 1



Need Help?

Always turn to www.rodmilstead.com/pg first for handouts, advanced instructions, and the latest updates. Questions? Email hackworth@redwood.org (ext. 6210) or rod@rodmilstead.com.