BATAVIA PUBLIC SCHOOLS

Educating students today to meet the challenges of tomorrow

PowerTeacher Changing Default Grade Scales

Purpose: The document details the process of changing default grade scales in the PowerTeacher grade book.

Directions:

- 1. Log-in to PowerTeacher and launch the grade book.
- 2. If you would like to change a grade scale for an entire class, you will need to click on the "Grade Setup" tab and then click on "Grade Scales."

Classes			- (3-	-	-	-			
Current Classes (T4)					-16		0			
381(A-B) 382(A-B) English II 5	2			and the second s		2				
P4(A-B) Am Literature (H)	2 Scoresheet	Assignments	Students	Grade Setup	Class Co	ontent R	eports			
	Mode: Cal	culations Gr	ade Scales							2
	Crada Scala		Can Can	Con Edit						•
	A. B. C. D.F	6	Yes	CarrEdit						
Student Groups II	1									
+ - Highlight Selected										
Hundertive (29)										
⊕ Dropped (1)										
±∰ IEP	+ -									
	0 0			А	. B. C. D).F				Ξ
					, _, _, _, _	.,.				
	Grade Scale	Sections								
		7	_							
	1 100	4	Name: A,	B, C, D,F						
Categories		Desci	ription: Sim	ple A,B,C,D S	cale					
+ - Filter Off	0 200 C+ A 7 800 B- A 8 3000 C B-	Grade	Items:	Grade (Cutoff	Percent		Description		Ion
A ALL	0 topen (8-1) 10 tone (4-1)	18	P		90.0	90.0	Superior	Description		Ign
🛐 Homework			E		80.0	80.0	Good			
🕅 Project			0		70.0	70.0	Average			
🕅 Quiz			F	:	0.0	0.0	Failing			
🗑 Test										
			•							F
								Revert	Save	

3. To create a unique grade scale, you will need to make a copy of the default grade scale.

ner Gradebool	k: Ain	nee Miller - Bata	avia High Sch	nool			
Tools Window	Help						
asses		e 🔊					
Г4)	•				AP		
-B) English II	S2	1 Alertan	1			-	Click on the "+" sign to create a copy.
rature (H)	S2	Scoresheet	Assignments	Students	Grade Setup	Class C	
		Mode: Cal	culations	Grade Scales			
		Grade Scale		Can Cop	oy Can Edit		
		A, B, C, D,F		Yes			
				/			
nt Groups							
in all saps							
t Selected	<u> </u>						
		+ -					_

4. Once you have created a copy, you can then modify the copy.

_

				Ĩ	6				2			
	Score	sheet	Assignments	Stu	udents	Grade Setup	Class Co	ontent F	eports			
	Mode:	Calcul	ations	Grad	le Scales							•
	Grade Sca	le			Can Copy	Can Edit						
	A, B, C, D,	F		Q	Yes							
	Сору	of A, B, C	, D,F	Ð	Yes	Yes						
You can rename												
the copy												
You can give a	+ -]										
	00					Сору	of A, B	, C, D,F				Ξ
description.			_									
	Grade	Scale	Sections									
You may change		1		★ N	ame: Cor		DE					
the percents or	a trans					, 0, 8, 0, 0,						
descriptions by	40			Descrip	otion: Sim	ple A,B,C,D S	cale					
descriptions by	1	lan B- B- B- Jamp C B- B- Bryan B- A A- Bryan B- A A-	G	rade It	tems:	Grade (Cutoff	Percent		Description		Ign
typing over the	12	-			A		90.0	90.0	Superior			
existing fields.					C		70.0	70.0	Average			
0					D		60.0	60.0	Poor			
Do not forget to					F		0.0	0.0	Failing			
					•							F
click "Save."												
										Revert	Save	

5. If you would like to delete a grade scale, highlight the scale and click on the "-" button.

 To apply the grade scale to an entire class, click on the "Students" tab at the top of the page. Then click on the left side "Active" under student groups (this will select all of the students in the class).

File Edit View Tools Window	/ Help									
Classes		Θ	~		3-					
Current Classes (T	~									
P4(A-B) BHS Registration	09-10	ER-								
		Scoresheet A	Assignm	ents Students	Grade Setup	Class Content	Reports			
				_						
					pul l					
		Students (1866)	-	Student Number	Birthday	Gender	Grade Level	Home Phone	Grade Scale	
		Abernathy, Anthony	Ģ	660001	01/04/1993	M	11	630-879-6409	Default	
1		Abernathy, Michael	¢	660002	01/04/1993	M	11	630-879-6409	Default	
		Abraham, Ariel	e	673255	04/17/1994	F	10	773-580-3600	Default	
1		Abraham, Avery	e	673254	05/25/1995	F	9	773-580-3600	Default	
1		Abundez, Jaime	¢	676602	07/01/1992	м	11	815-401-6117	Default	
		Acosta, Brendan	G	670767	03/02/1994	м	10	630-879-9193	Default	
G Student Crounc		Adams, Marquita	¢	10374	03/22/1993	F	10	708-825-4629	Default	
Student Groups		Adamski, Meredith	G	670882	01/25/1992	F	12	630-761-0874	Default	
+ - Highlight Selected	*	Addis, Kara	Ģ	673972	09/22/1993	F	10	630-879-3218	Default	
Active (1866)	~	Adeszko, Shannon	6	660083	07/29/1994	F	10	630-761-1433	Default	
Abernatby Anthony		Aguilar, Mizael	e	10375	10/04/1992	M	10	773-816-1792	Default	
Mbernathy, Michael		Aguilera, Cristian	C	676450	04/28/1995	м	9	815-616-0913	Default	
Abraham Avial		Agyen, Akua	e	674751	04/15/1992	F	12	630-406-6920	Default	
Abraham, Arter		Aaven, Kofi	e	674721	05/20/1994	м	10	630-406-6920	Default	
Abranam, Avery		Aikman, Nicholas	e	671479	03/14/1995	M	9	630-406-5329	Default	
Abundez, Jaime		r in strany r incritorido	4		00/11/1000		-	000 .00 D0E7	a or a die	

Then, go to one of the student's name and right-click. This will allow you to set the grade scale.

🗭 PowerTeacher Gradebook: JoAnne Smith - Batavia High School								
File Edit View Tools Window Help								
Classes	Θ		3					
Current Classes (T1)					0			
P4(A-B) BHS Registration 09-10								
	Scoresheet Assignr	ments Students	Grade Setup C	lass Content	Reports			
	Students (1866)	Student Number	Birthday	Gender	Grade Level	Home Phone	Grade Scale	
	Abernathy, Anthony	660001	01/04/1993	M	11	630-879-6409	Default	
	Abernathy, Michael	660002	01/04/1993	M	11	630-879-6409	Default	
	Abraham, Ariel	673255	04/17/1994	F	10	773-580-3600	Default	
	Abraham, Avery	A 2700EA	05/25/1995	F	9	773-580-3600	Default	
	Abundez, Jaime	Grade Scales	07/01/1992	M	11	815-401-6117	Default	
	Acosta, Brendan	670767	03/02/1994	M	10	630-879-9193	Default	
Student Groups III	Adams, Marquita	10374	03/22/1993	F	10	708-825-4629	Default	
	Adamski, Meredikn	670882	01/25/1992	F	12	630-761-0874	Default	
🕂 — Highlight Selected 🛛 🗸	Addis, Kara	673972	09/22/1993	F	10	630-879-3218	Default	
		-						

Choose "Set Grade Scales."

7. The last step will be to complete the following pop-up:

Select Grade Scale for Students	
Select Grade Scale for Students Specify a grade scale to use for students during grading	Choose "Displayed Students" to change the grade scale for the entire class.
Specify a grade scale to use while scoring assignments or final scores for the selected student or all displayed students. Abraham, Avery Displayed students Grade Scale: Default Default Default Grades will Default Grade scale. Continue? 	Choose the appropriate grade scale from the drop-down and then click "OK."
OK Cancel	