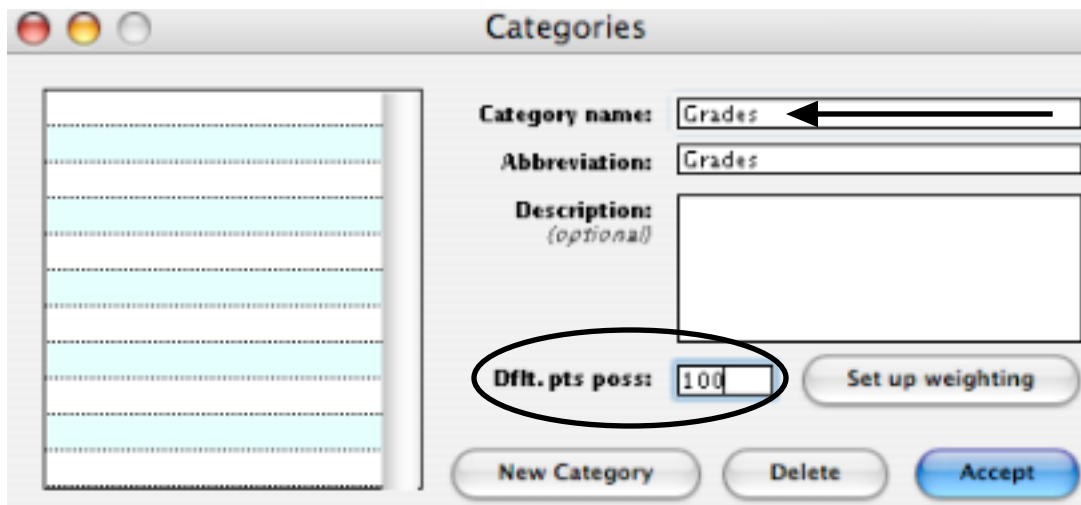


Basic Setup for PowerGrade Gradebook

Set up Categories

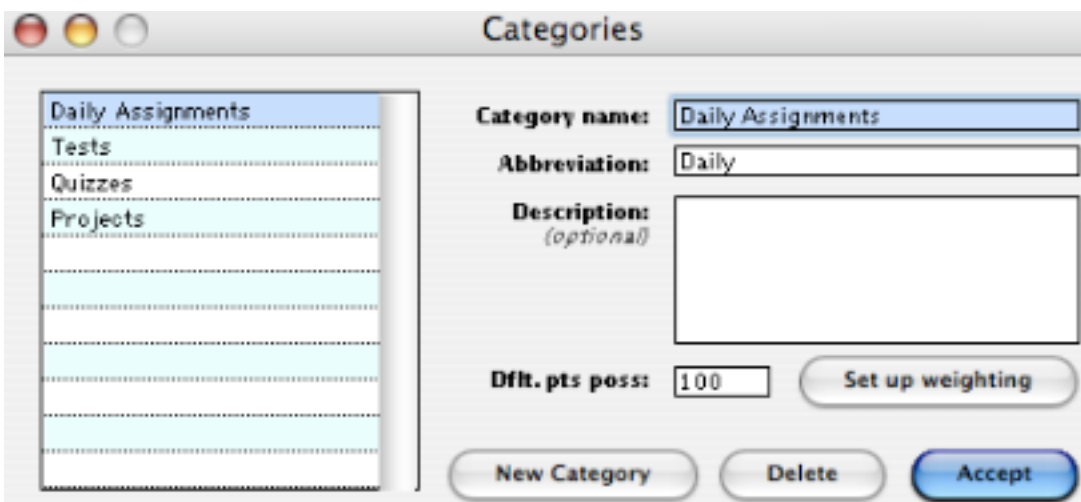
Note: At least one category must be entered.

1. Launch your PowerGrade gradebook and select a class to setup.
2. Choose **Categories** from the **Windows** menu.
3. Enter your first Category name, Abbreviation, and Points Possible, then click the **Accept** button. (A basic setup may assign a single category called **Grades** and set the Dflt. pts poss: to **100**.)



The screenshot shows the 'Categories' window with a list of categories on the left and a form on the right. The 'Category name' field contains 'Grades', the 'Abbreviation' field contains 'Grades', and the 'Dflt. pts poss:' field contains '100'. The 'Accept' button is highlighted in blue. An arrow points to the 'Category name' field, and a circle highlights the 'Dflt. pts poss:' field.

4. If you choose to enter additional categories, click the **New Category** button and repeat the process.

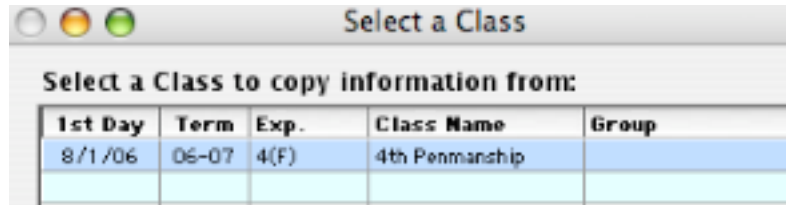


The screenshot shows the 'Categories' window with a list of categories on the left and a form on the right. The 'Category name' field contains 'Daily Assignments', the 'Abbreviation' field contains 'Daily', and the 'Dflt. pts poss:' field contains '100'. The 'Accept' button is highlighted in blue.

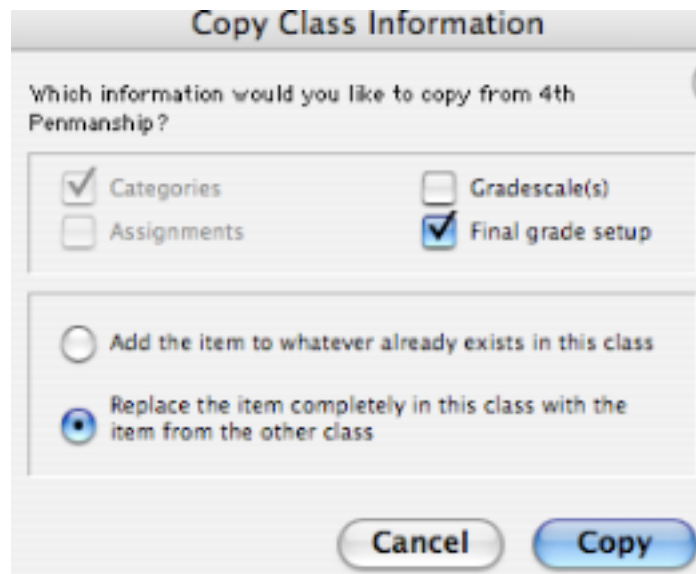
5. When you have entered and accepted all of your category names, click the red dot to close the Categories window.

Copying Categories and Final Grade Setup to Other Classes

1. Enter Categories and Final Grade Setup in one of your classes.
2. Open a different class that you want to copy these settings to. (Save the changes to your first class when prompted.)
3. Choose **Copy Class Info** from the **Utilities** menu.
4. Select the class from which you want to copy Categories and Final Grade Setup and click **OK**.



5. Check the boxes for **Categories** and **Final Grade Setup** and click **Copy**.



6. Click **Yes** to proceed.
7. Select a different class to which you wish to copy Categories and Final Grade Setup and repeat the Copy Class Info procedure.

Adding Assignments

Choose a class and click on the **Assignments** icon to add an assignment.

Due Date	Name
08/17/20...	Group Project
08/18/20...	Review pp. 28-32

1. Category: Grades

2. Name: Group Project

3. Abbrev: Project

4. Pts. poss: 100 Weight: 1

5. Date due: 8/17/06

Description: (optional)

Web Link

Standards

View Group Apply to other classes in group 0 Other Classes

7. New Delete 6. Accept Close

1. Choose a **Category** from the popup, if you have entered more than one category.
2. Type a **Name** for your assignment.
3. Edit the **Abbreviation** for the assignment if you choose.
4. Enter or Edit the **Points possible**. (You may set 100 as the default on the Categories page.)
5. The **Date due**: is very important since it will be visible to parents and students.
6. **Accept** the assignment to place it in the list on the left.
7. Click **New** to add another assignment.
8. Click the **Close** button when you finish adding assignments.

Recording Scores

After setting up categories, final grade setup and assignments, you can begin entering individual student grades on assignments.

Choose a class and display your spreadsheet. (Display and remove grading periods from your spreadsheet in Final Grade Setup under the Windows menu.)

	Name	Q1	Cit	Project Aug 17 Grades	Rev 28-32 Aug 18 Grades
3.	Br	A (95) 190/2...	E	90	100
4.	Br	B (89) 178/200	E	90	88
5.	Bu	A (95) 190/2...	G	90	100
6.	Bu	A (95) 190/2...	E	90	100
7.	Ca	A (95) 190/2...	E	90	100
8.	Ch	B (89) 178/200	G	90	88
9.	Ch	A (95) 190/2...	E	90	100
10.	Ch	A (100) 200/...	E	100	100
11.	Ch	A (100) 200/...	S	100	100
12.	ch	A (100) 200/...	E	100	100
13.	Co	A (100) 200/...	G	100	100
14.	Da	A (94) 188/2...	E	100	88
				93.6/...	97.8/...

Click field for standard score entry.

Click E G S N U to scroll through Citizenship choices

Standard Score Entry

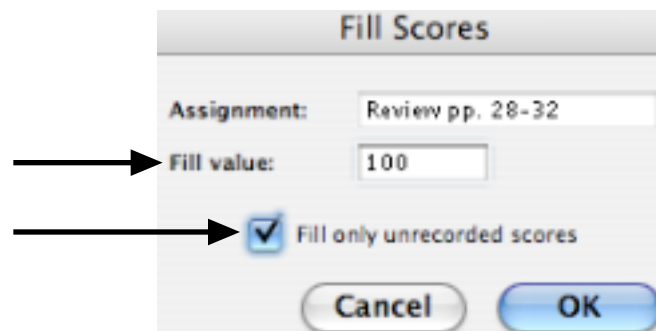
Enter a score by clicking in the assignment column beside the student name and typing the score. Press Return to move to the next field.

Repeat Scores

To repeat the previous score for the next student, press the single quotation mark key (').

Fill Scores

1. Enter any scores that differ from the score that most students earned.
2. Choose **Fill Scores** from the **Utilities** menu.



3. Enter a **Fill value:** score that most students received.
4. Check to **Fill only unrecorded scores.**
5. Click **OK.**