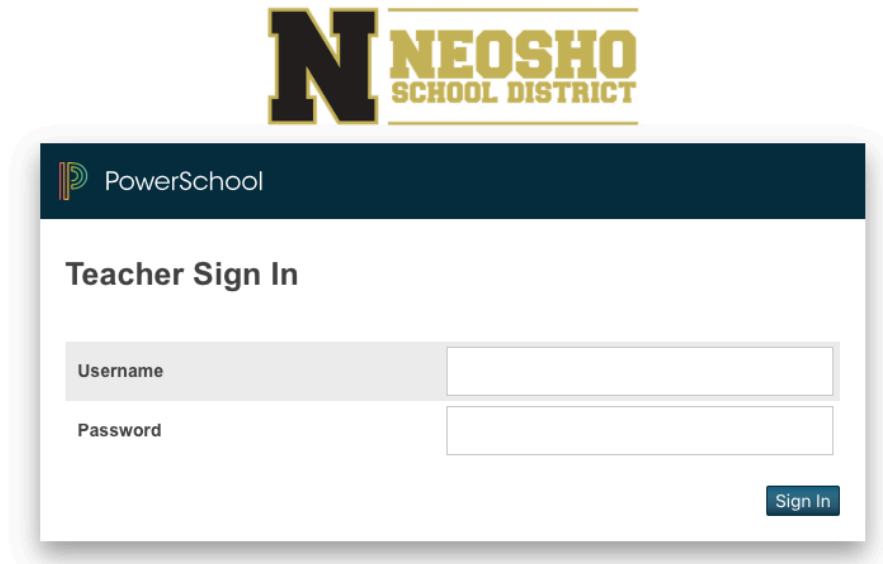
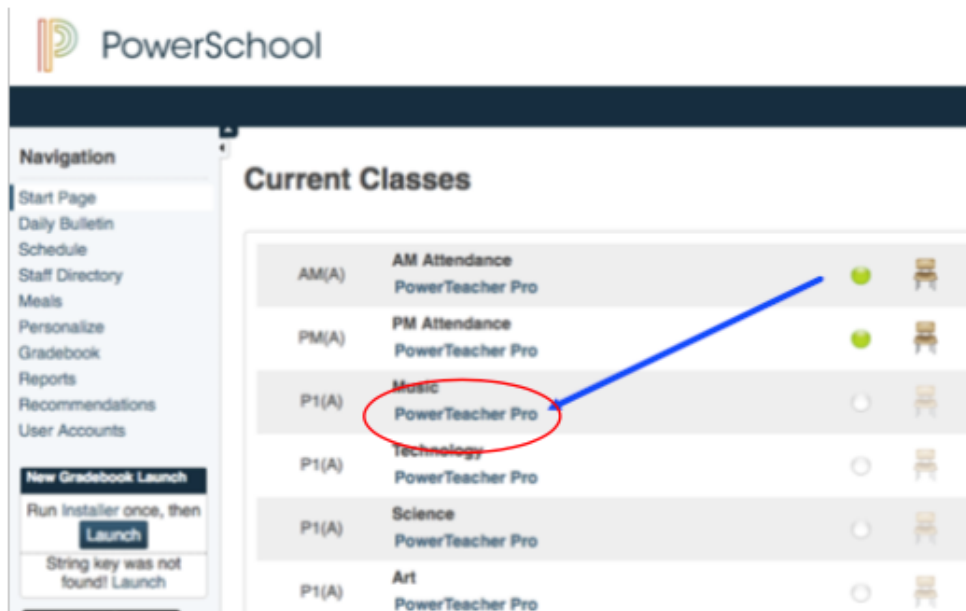


Weighting Grades in PowerTeacher Pro

1. Login to PowerSchool at: <https://neosho.powerschool.com/teachers>

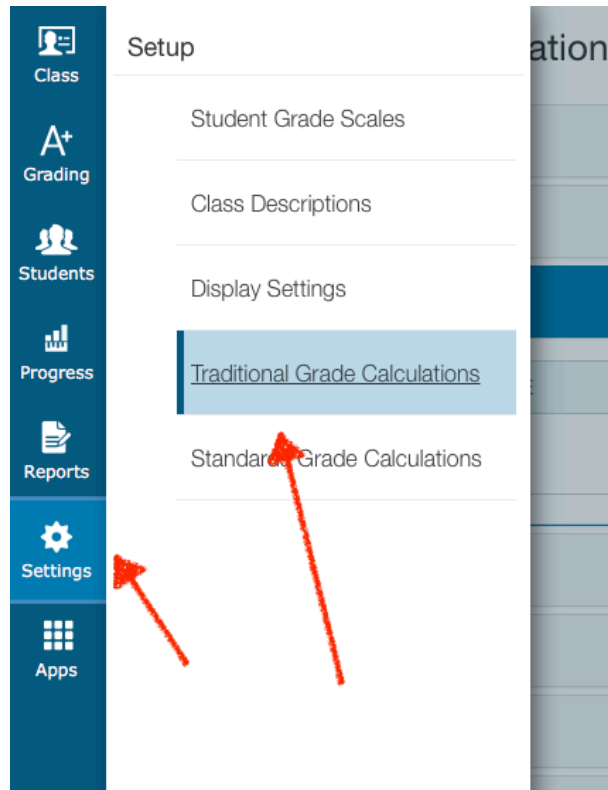


2. Click on “PowerTeacher Pro” under the class you’re editing



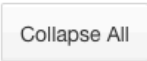
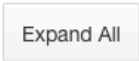
Weighting Grades in PowerTeacher Pro

3. Click on “Settings” and then “Traditional Grade Calculations”



4. Click on the pencil under actions for the term to edit:

Traditional Grade Calculations



▶ PL(A) PLAN TIME

▶ P6(A) CAD I

▼ P1(A) Multimedia I

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
S2	Total Points	✓	✓	

Weighting Grades in PowerTeacher Pro

5. Change the type of grading from “Total Points” to “Category Weighting

Q1 Reporting Term for P1(A) Music ×

Formula Drop Low Scores

Calculate Overall Class Grade ☒

TYPE	ATTRIBUTE	WEIGHT	PERCENT	+
Total Points ^	Total Points	1	100%	–

Total Points

Standards Weighting

Category Weighting

If Standards Type is selected, specific weights for each standard are defined by the administrator at the course level.

6. Click on the plus sign (+) to add categories
*Add the number of categories that you plan to use in grading

Q1 Reporting Term for P1(A) Music ×

Formula Drop Low Scores

Calculate Overall Class Grade ☒

TYPE	ATTRIBUTE	WEIGHT	PERCENT	+
Category Weighting ▼	■ Classwork ▼	1	100%	–

💬 If Standards Type is selected, specific weights for each standard are defined by the administrator at the course level.

Weighting Grades in PowerTeacher Pro

7. Change the “Total Points” to “Category Weighting”

*You will need to change this for each category that you add

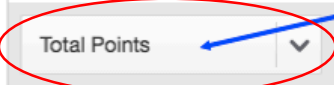
Q1 Reporting Term for P1(A) Music ×

Formula

Drop Low Scores

Calculate Overall Class Grade ☒

TYPE	ATTRIBUTE	WEIGHT	PERCENT	+
Category Weighting v	<input checked="" type="button" value="Classwork"/> Classwork v	1	50%	-
Total Points v	Total Points	1	50%	-



 If Standards Type is selected, specific weights for each standard are defined by the administrator at the course level.

8. You can change the categories once they are added by clicking on the drop down menus

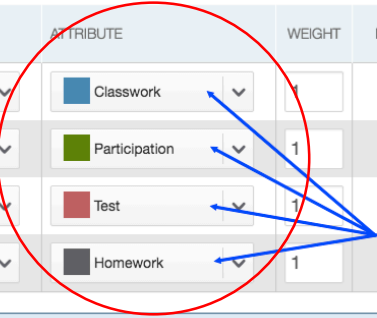
Q1 Reporting Term for P1(A) Music ×

Formula

Drop Low Scores

Calculate Overall Class Grade ☒

TYPE	ATTRIBUTE	WEIGHT	PERCENT	+
Category Weighting v	<input checked="" type="button" value="Classwork"/> Classwork v	1	25%	-
Category Weighting v	<input checked="" type="button" value="Participation"/> Participation v	1	25%	-
Category Weighting v	<input checked="" type="button" value="Test"/> Test v	1	25%	-
Category Weighting v	<input checked="" type="button" value="Homework"/> Homework v	1	25%	-



 If Standards Type is selected, specific weights for each standard are defined by the administrator at the course level.

Weighting Grades in PowerTeacher Pro

9. Next you need to change the weights. The easiest way is to put the percentages you would like (make sure it equals 100% 😊).

Q1 Reporting Term for P1(A) Music

×

Formula

Drop Low Scores

Calculate Overall Class Grade ☒

TYPE	ATTRIBUTE	WEIGHT	PERCENT	+
Category Weighting	Classwork	30	30%	–
Category Weighting	Participation	30	30%	–
Category Weighting	Test	30	30%	–
Category Weighting	Homework	10	10%	–

If Standards Type is selected, specific weights for each standard are defined by the administrator at the course level.

Save

10. MAKE SURE YOU PRESS “SAVE”!!!

Q1 Reporting Term for P1(A) Music

×

Formula

Drop Low Scores

Calculate Overall Class Grade ☒

TYPE	ATTRIBUTE	WEIGHT	PERCENT	+
Category Weighting	Classwork	30	30%	–
Category Weighting	Participation	30	30%	–
Category Weighting	Test	30	30%	–
Category Weighting	Homework	10	10%	–

If Standards Type is selected, specific weights for each standard are defined by the administrator at the course level.

Save

11. Repeat for the terms and classes as needed.

▶ PL(A) PLAN TIME

▶ P6(A) CAD I

▼ P1(A) Multimedia I

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
S2	Total Points	✓	✓	

▼ P2(A) Multimedia I

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
S2	Total Points	✓	✓	

▼ P7(A) Multimedia I

REPORTING TERM	FORMULA TYPE	EDIT CALC	EDIT DROPS	ACTIONS
S2	Total Points	✓	✓	

▶ P3(A) Multimedia II

▶ P5(A) Multimedia I