

PowerTeacher Gradebook Steps

1. Log in and launch the gradebook
2. Setup gradebook preferences for all classes
3. Set up the final grade (year-end) calculations for all classes
4. Set up your categories
5. Set up quarter grade calculations
6. Create assignments
7. Record scores
8. Manually calculate the average of 2 or 3 students in your class to make sure grades are being calculated correctly
9. Override final marks if necessary
10. Enter report card comments