



## Add – Edit – Delete – Set Grade Scales

**Purpose:** Teachers – Information about and how to add, edit, delete, and set grade scales in PowerTeacher Gradebook.

### About Grade Scales

PowerTeacher gradebook uses a default grade scale that is set up and managed by your school's district administrators. You can view detailed information about the default grade scale or view the grade scale for a specific class. Because the default grade scale may or may not work for your classes, you can also set up custom grade scales based on your needs. For example, if you have resource students and mainstream students in the same class, create different grade scales for the groups.

### View All Grade Scales

Use the following procedure to view all grade scales associated to your school/district.

#### How to View Grade Scales

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab.



3. Select **Grade Scales** mode. The **Grade Scales window** displays basic information for each grade scale.

**Note:** To increase or decrease the size of the contents within the window, choose **View > Zoom**.

Mode:	Calculations	<b>Grade Scales</b>
Grade Scale	Can Copy	Can Edit
<b>Default</b>	Yes	

### View Class Grade Scales

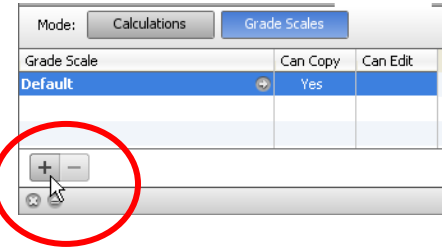
Use the following procedure to view grade scales associated to a specific class.

#### How to View Grade Scales Associated to a Specific Class

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab.
3. Select **Grade Scales** mode. The **Grade Scales window** displays basic information for each grade scale.
4. Click **Sections**. **Section information** appears for the selected grade scale.

## How to Add a Grade Scale

1. Select a class from the **Classes** pane.
2. Click the **Grade Setup** tab.
3. Select **Grade Scales** mode.
4. Click a grade scale that displays Yes in the Can Copy column.
5. Click the **Plus (+)** button.
6. **Copy of [grade scale name]** appears below the grade scale you selected, and the **Grade Scale Detail** window appears.
7. You may change the name of the new grade scale and the description by entering a new name or description on the appropriate line.



Sections

Name:

Description:

8. You may also change the Cutoff, Percent, or Description of a grade as well as decide not to use the grade by checking the Ignore. To change a grade Cutoff:
  - ▶ Click in the cell for the grade cutoff you want to change
  - ▶ Enter a new cutoff
  - ▶ Click on another cell

**Grade Items:**

Grade	Cutoff	Percent	Description	Ignore
A	94.0	96.0	Superior	
A-	90.0	90.0	Superior	✓
B+	87.0	87.0	Good	✓
B	83.0	83.0	Good	
B-	80.0	80.0	Good	✓
C+	77.0	77.0	Average	✓
C	73.0	73.0	Average	
C-	70.0	70.0	Average	✓
D+	67.0	67.0	Poor	✓
D	63.0	63.0	Poor	
D-	60.0	60.0	Poor	✓
F	0.0	0.0	Failure	✓

You may do the same for Percent, or description. To **ignore** the grade, click the cell under the header Ignore and a check icon will appear.

**Definition of Terms: Cutoff** is the lowest grade one can earn to get that grade.

**Percent** is the percent that is used to calculate a grade if the teacher enters a letter grade in an assignment. i.e. if this teacher puts an "A" in for a grade on an assignment the system will use a 96% to figure the student's final grade.

9. Click **Save**.



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## Edit Grade Scales

You can edit a grade scale from the Grade Scales window.

### How to Edit a Grade Scale

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab.
3. Select **Grade Scales** mode.
4. Double-click the grade scale you want to edit. The **Grade Scales Detail window** appears.
5. **Enter the required information.**
6. Click **Save**.

## Delete Grade Scales

You can delete grade scale from the Grade Scales window using the **Minus (-)** button. Alternately, you can right-mouse click if you are using a two-button mouse.

### How to Delete a Grade Scale

1. Select a class from the **Classes pane**.
2. Click the **Grades Setup** tab.
3. Select **Grade Scales** mode. The **Grade Scales window** appears.
4. Select the grade scale you want to delete. Your selection appears highlighted in blue.
5. Click the **Minus (-)** button. The Delete Grade Scale window appears.
6. Click **Yes** to delete the grade scale. The grade scale no longer appears on the **Grade Scales Detail window**.

## Edit Student Grade Scales

You can modify an individual student's grade scale either from the **Students window** or the **Student Detail window**.

**Note:** To modify multiple students' grade scales, see *Fill Grade Scales*.



## How to Edit a Student's Grade Scale

1. Select a class from the **Classes** pane.
2. Click the **Students** tab. The **Students window** appears.



Students (16)	Student Number	Birthdate	Gender	Grade Level	Home Phone	Grade S... ▲
Braun, Jessica	28315	02/20/1992	F	11	916-555-3271	Default
Cheatham, Dewey	34967	11/17/1992	M	11	916-555-2932	Default
Davis, James	42244			9	916-555-1392	Default

3. Click the student's grade scale
4. Choose another grade scale from the pop-up menu.

**Name:** Jessica Braun  
**Gender:** F  
**Birthdate:** 02/20/1992  
**Student Home Phone:** 916-555-3271  
**Mother:** Hailee Braun  
**Guardian Email:** momanddad@PSSIS.com  
**EmergencyTwo** 916-555-3655  
**Phone:**

**Student Number:** 28315  
**Grade Level:** 11  
**Grade Scale:**   
**Father:** Boone Braun  
**EmergencyOne:** John Spencer  
**Phone:** 281-555-1959

**Note:** Alternately, click the student's name or click the arrow next to the student's name. The **Student Detail window** appears. From the Student Detail window, choose another grade scale from the **Grade Scale** pop-up menu.

5. Click **Save**.  
**Note:** If modifying a grade scale for a student where assignment or final scores exists, the Grade Scale Changed window appears. By clicking **OK**, any assignment or final scores using the grade scale will be adjusted.

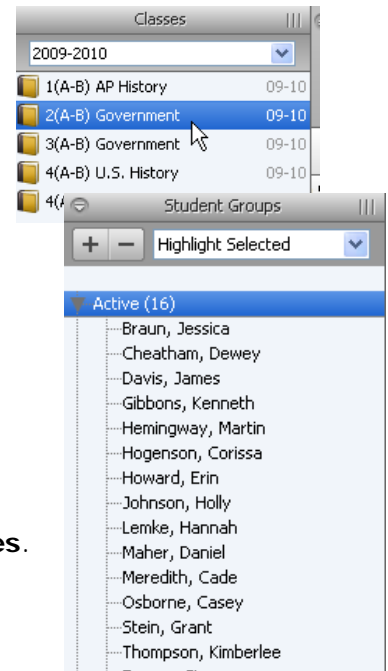
## Set Grade Scales for Multiple Students

Using the Set Grade Scales command, you can quickly and easily modify multiple students' grade scales.

**Note:** To modify an individual student's grade scale, see *Edit Student Grade Scales*.

### How to Set Grade Scales

1. Select a class from the **Classes** pane.
2. Click the **Students** tab. The **Students window** appears.
3. In the **Students Group page**, select the students or **student group** to which the grade scale will be assigned.



4. The students appear highlighted on the **Students window**.
5. Click on a student and do one of the following:
  - ▶ If using a one-button mouse, press CONTROL+click and select **Set Grade Scales**.
  - ▶ If using a two-button mouse, right-click and select **Set Grade Scales**.
  - ▶ The **Select Grade Scale for Students** dialog appears.

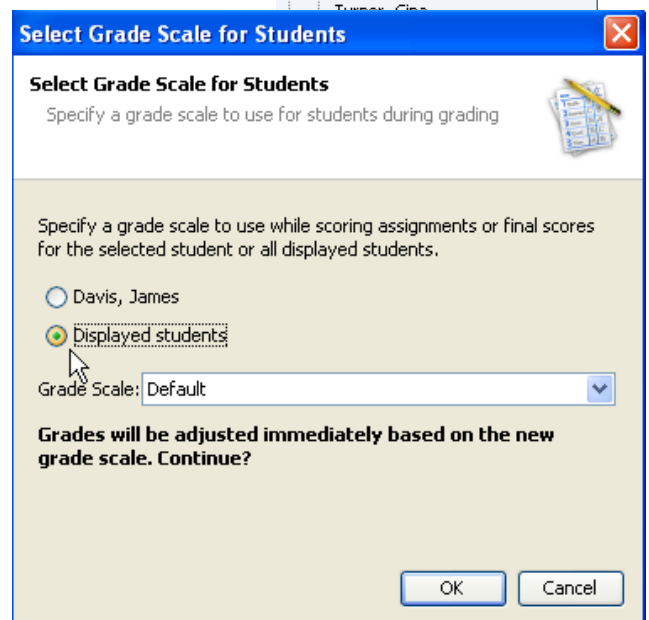
4. Indicate which students you want to apply the selected grade to by selecting one of the following options:
  - ▶ Select **[student name]** to apply the grade scale to only the student you selected.
  - ▶ Select **Displayed students** to apply the grade scale to students who are in the currently selected student group or the list that was manually selected.

**Note:** Press and hold **COMMAND** (Mac) or **CONTROL** (Windows) to select multiple students.

5. Choose the grade scale you want to apply to the selected students from the **Grade Scale** pop-up menu.

6. Click **OK**.

**Note:** If modifying a grade scale for a student where assignment or final scores exists, the Grade Scale Changed window appears. By clicking OK, any assignment or final scores using the grade scale will be adjusted.



**You may have to go to File>Refresh Class Info for the screen to show the changes made**