

PowerTeacher Gradebook Copy Final Grade Setup

A new feature in PTG 2.1 is the ability to copy final grade setup to any or all terms and classes.

1. Select the Grade Setup tab.
2. Complete the grade setup for **Q1**. After saving **Q1**, you can either copy this setup to **Q2** or set up **Q2** manually.
3. To copy **Q1** setup to **Q2**, complete the following steps:
 - A. Select the Grade Setup tab then from the **Tools** menu, select **Copy Final Grade Setup**.
 - B. Select **Q1 only** from the **Copy Final Grade Setup** pop-up window.
 - C. Select the term(s) to which you want to copy the setup from **Q1**.

The image shows a sequence of three screenshots from the PowerTeacher Gradebook application, illustrating the steps to copy the final grade setup from Q1 to Q2.

A. The first screenshot shows the application's menu bar with the **Tools** menu open. The **Copy Final Grade Setup** option is highlighted at the bottom of the menu.

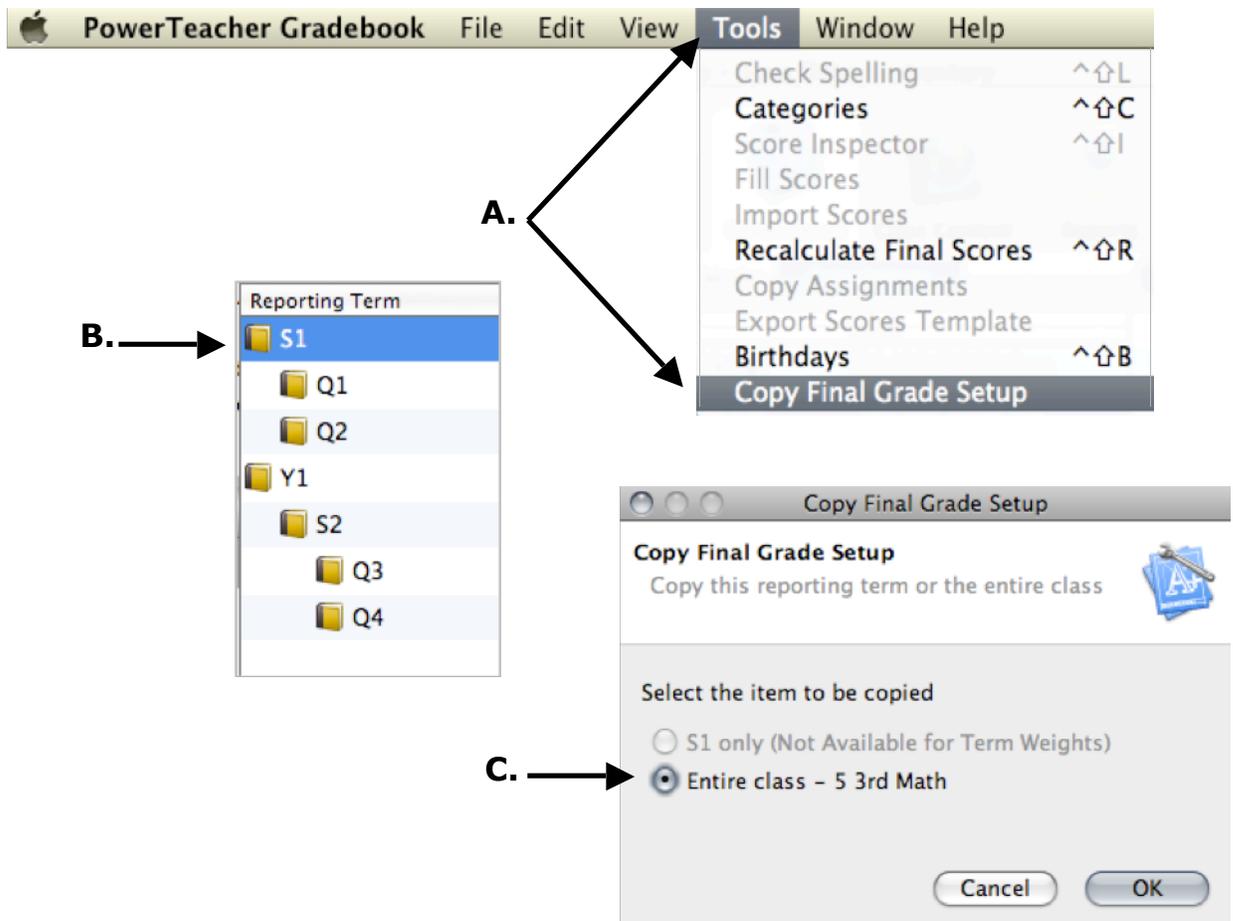
B. The second screenshot shows the **Copy Final Grade Setup** dialog box. The **Q1 only** radio button is selected, and the **OK** button is highlighted.

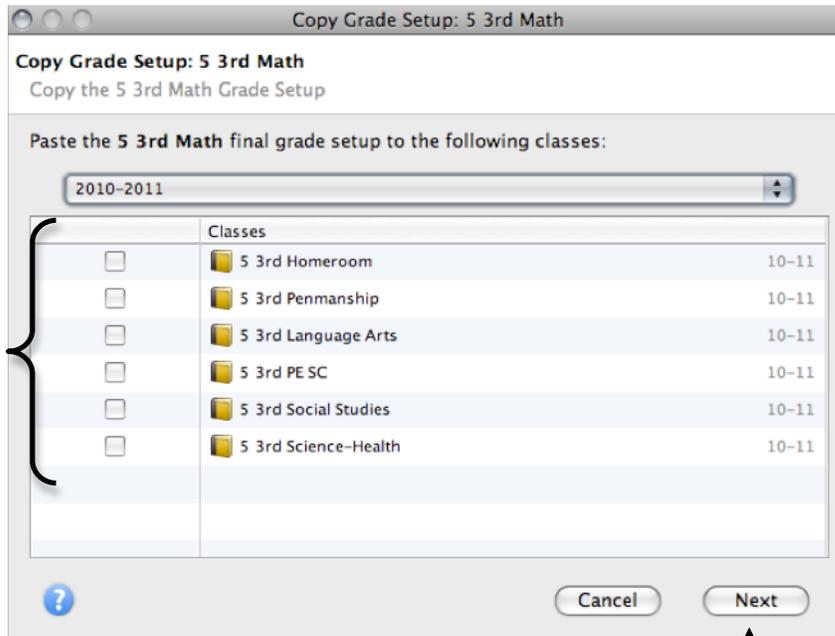
C. The third screenshot shows the **Copy Grade Setup: 5 3rd Math** dialog box. A table lists reporting terms, and the **Q2** term is selected with a checkmark in the **Select All** column.

Select All	Reporting Term	Start Date	End Date	Current Setup
<input type="checkbox"/>	Y1	08/09/2010 Mon	08/09/2010 Mon	Total points
<input type="checkbox"/>	S1	08/09/2010 Mon	08/09/2010 Mon	Term weights
<input type="checkbox"/>	Q1	08/09/2010 Mon	08/09/2010 Mon	Total points
<input checked="" type="checkbox"/>	Q2	10/10/2010 Sun	10/10/2010 Sun	Total points
<input type="checkbox"/>	S2	01/04/2011 Tue	01/04/2011 Tue	Total points
<input type="checkbox"/>	Q3	01/04/2011 Tue	01/04/2011 Tue	Total points
<input type="checkbox"/>	Q4	03/13/2011 Sun	03/13/2011 Sun	Total points

4. Complete the Final Grade Setup for **E1** if applicable.
5. Complete the Final Grade Setup for **S1**.
6. After the Final Grade Setup is complete for one class, you may copy that setup to any other class(es) for which the Final Grade Setup is the same.
7. To copy Final Grade Setup to any other class(es) for which the Final Grade Setup is the same, complete the following steps:
 - A. Select the Grade Setup tab then from the **Tools** menu, select **Copy Final Grade Setup**.
 - B. Select the term you want to copy.
 - C. Select the item to be copied from the **Copy Final Grade Setup** pop-up window.

NOTE: If **S1** has been setup using term weights, the only available option will be to select **Entire Class**. Understand that copying the Entire Class copies every term from the current class to all corresponding terms in each class selected in step D.
 - D. Select the class(es) to which you want to copy the setup from the current class.
 - E. Select **Next**.
 - F. Confirm your choice.





D.

E.