

## POWERTEACHER/ SEMESTER GRADES

FOR EACH CLASS RECEIVING A SEMESTER GRADE, DO THE FOLLOWING :

1. Under the “Classes” dropdown menu, chose the current Semester
2. Click the “Grade Setup” icon
3. Highlight the current semester under Reporting Term
4. At the bottom, choose “term weights”. You will see the terms listed that contribute to the semester grade. To change the weight, double click on the number in the weight column.