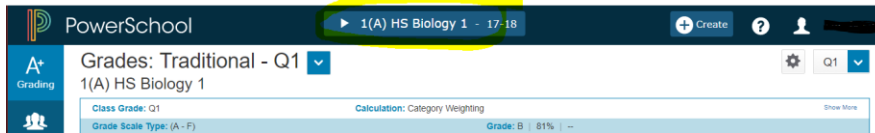


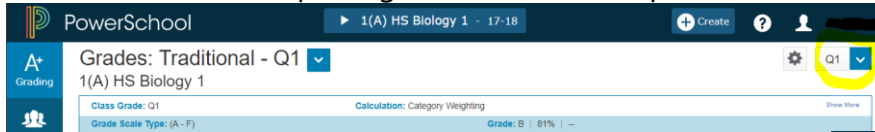
Mark Grades Complete for the end of a 9 Weeks:

- As you prepare for report cards, you can easily communicate the status of your final grade verification process with your PowerSchool administrator. The administrator can view a report of the status of all final grades verification for the school. The report includes any comments you enter in the verification dialog.

1. Choose the class from the drop down menu at the top, center.



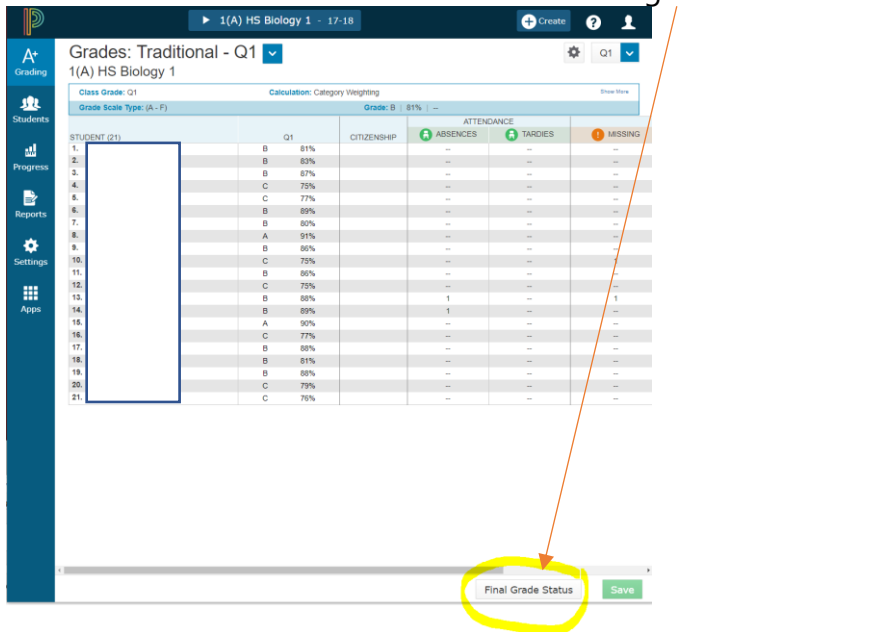
2. Choose the correct reporting term from the drop down menu at top, right.



3. Click the A+ Grading button from the Charms bar on the left

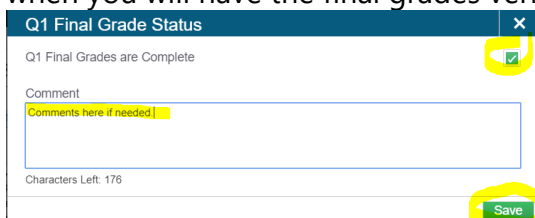
4. Select Traditional from the menu

5. Click the Final Grade Status button at bottom right



6. In the dialog, select (term) Final Grades are Complete checkbox, and enter any comments in the field.

7. If you are not ready to verify the final grades for the class, leave the checkbox blank, and enter comments for the administrator in the Comment field. You may want to include information on when you will have the final grades verified.



8. Click the Save button.