

Manually Override Grades in PowerTeacher Pro

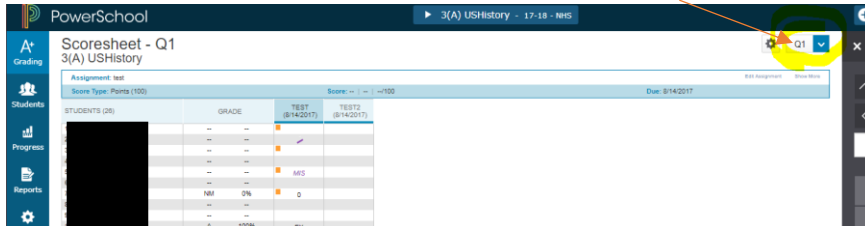
- For classes that are weighted, teachers will need to manually calculate the weighted average and then manually override the average to show the weighted score. This should be done only at report card time.

- In PowerTeacher, click the A+ Grading icon in the Charms bar

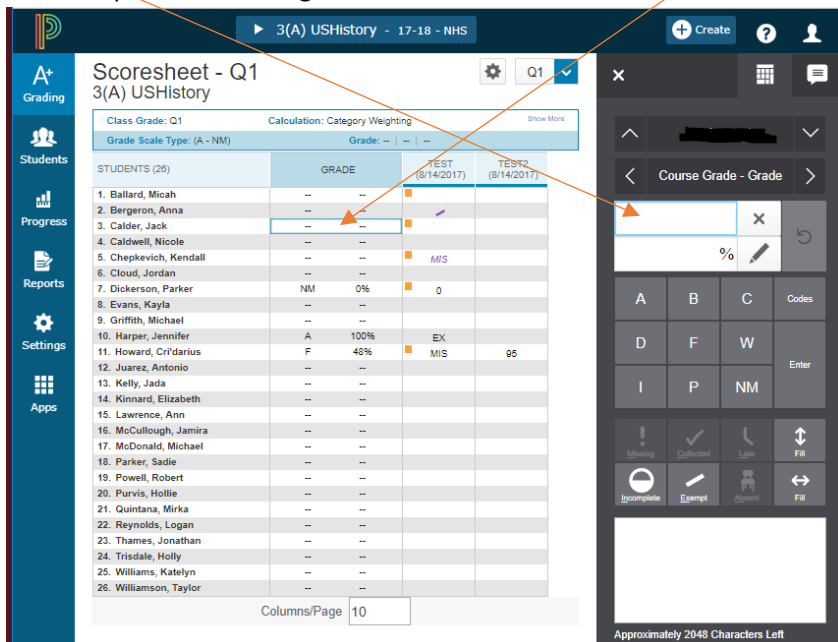


- Select Scoresheet from the pop in menu

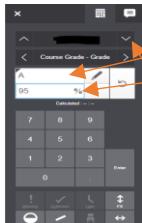
- Make sure you are on the correct term in the upper right (this can be done in Q1, Q2, Q3, Q4, S1, S2, & Y1)



- Click inside the box next to the student's name under the Grade column to show the Score Inspector on the right



- Type in the Letter Grade in the top box and the percent in the bottom box (%)



- You can use the arrow buttons to move between the students in this course.
- Click the green Save button at the bottom to the left of the Score Inspector