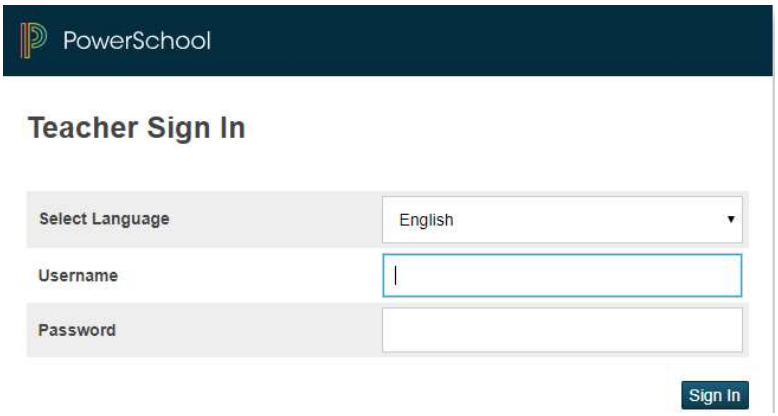
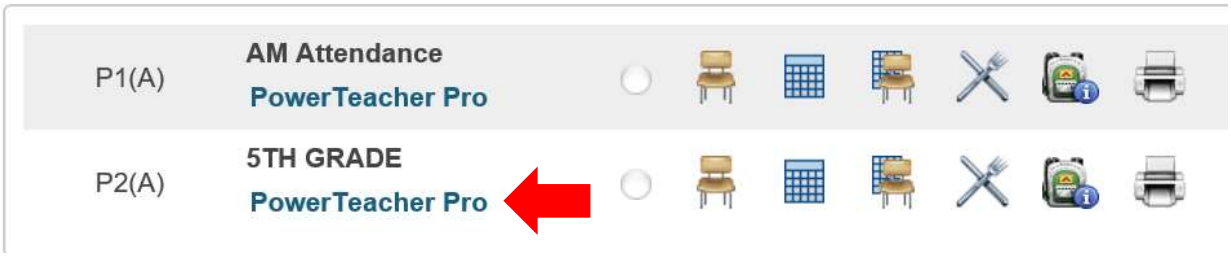
Instructions for Entering Report Card Grades

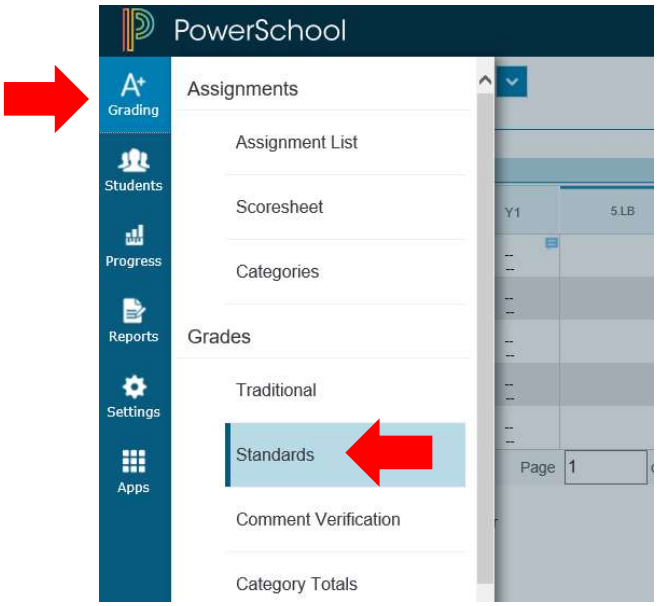
Step 1: Sign into PowerSchool



Step 2: Select PowerTeacher Pro under your grade-level class

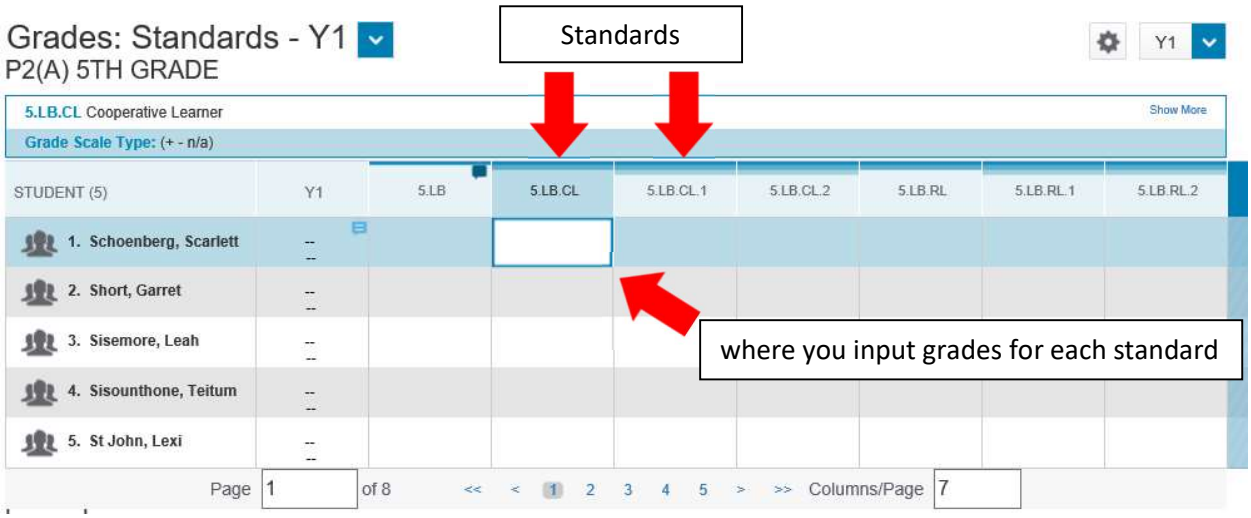


Step 3: Once launched into the PowerTeacher Pro platform, click on the A+ option on the left menu and select standards

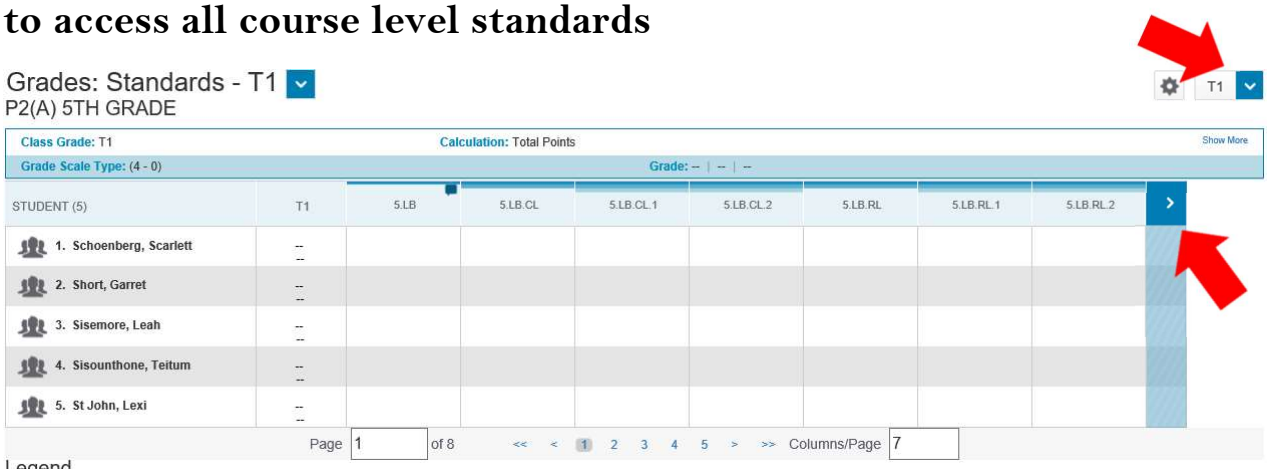


Step 4: You will be directed to the Standards Grades input field where you will manually enter student grades

Note* Each column is a standard

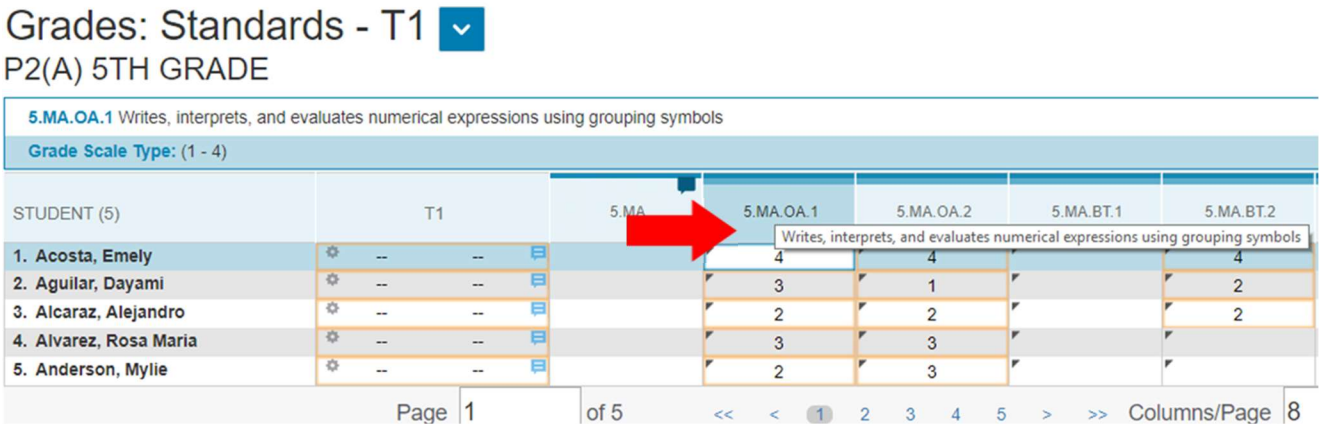


Step 5: Use the drop-down menu on the top right to change the grading period (T1, T2, T3) and use the arrow button on the right to access all course level standards



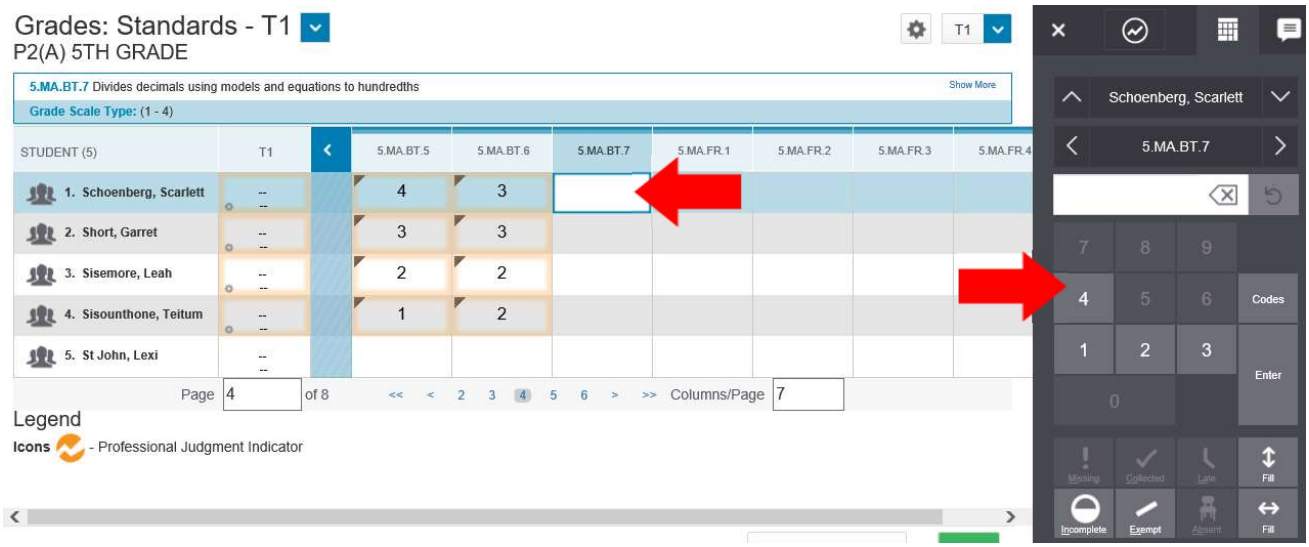
Step 6: Hover over each column to identify the standard or by clicking in a box in the column

Note* Teachers will only input grades for the standards taught during the trimester

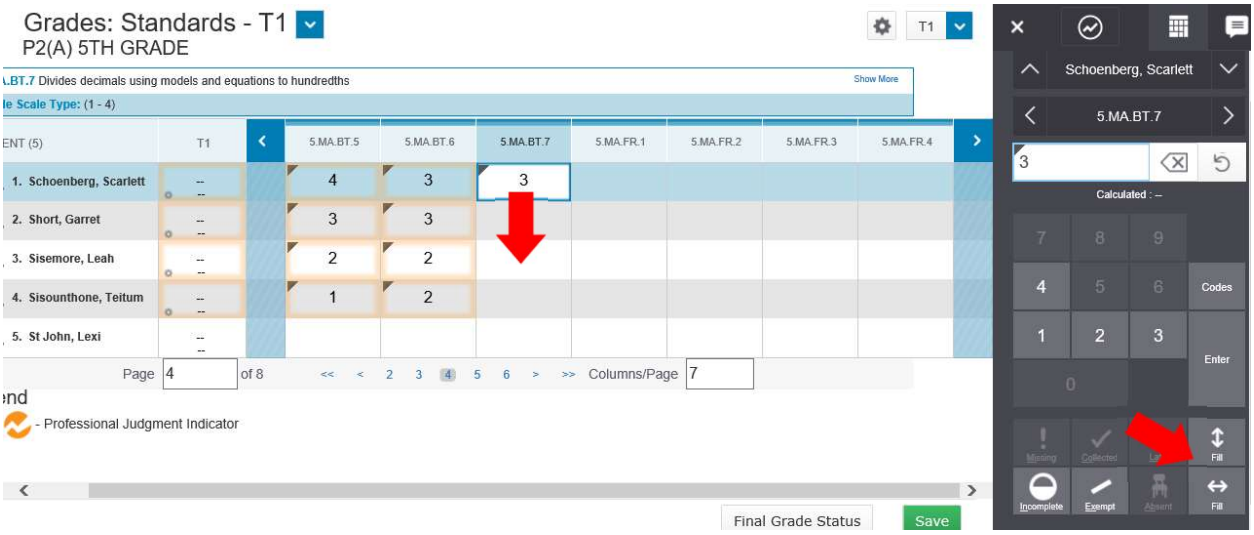


Step 7: Input scores by using the score inspector that appears on the right-hand side once you have selected a box.

Note* Use the score inspector and/or keyboard to input scores

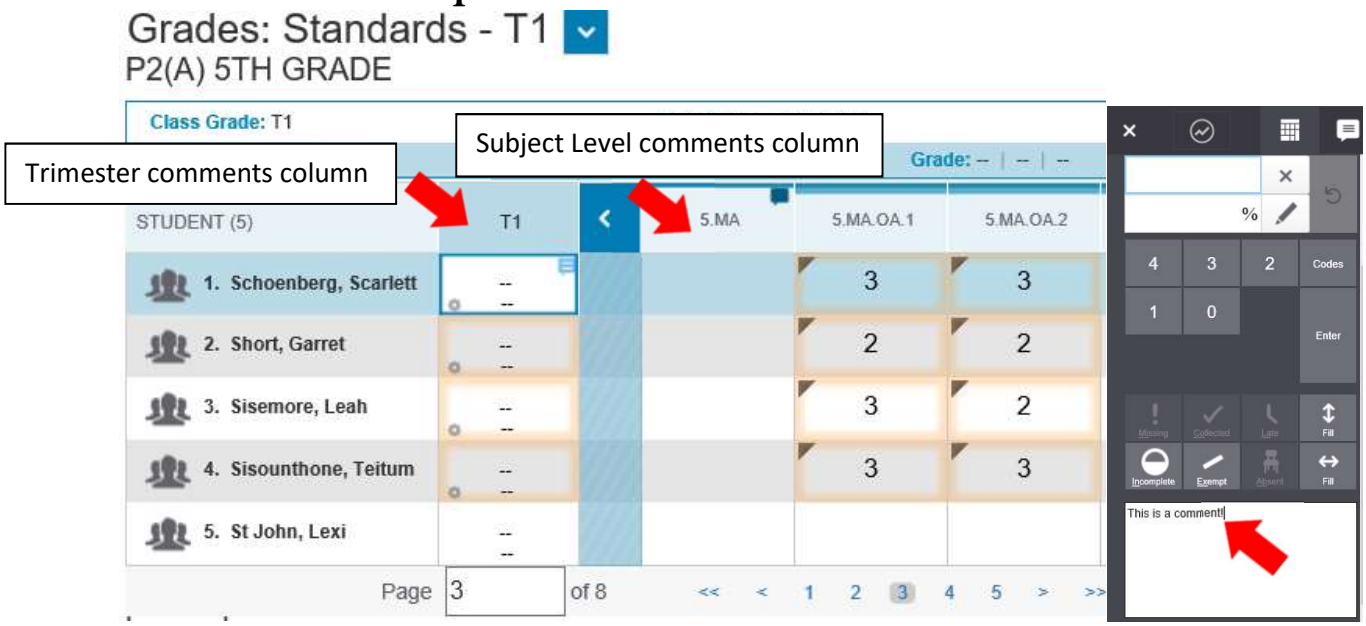


Note* Teachers can choose to use the "fill" option which will automatically input the same score for students with unfilled scores

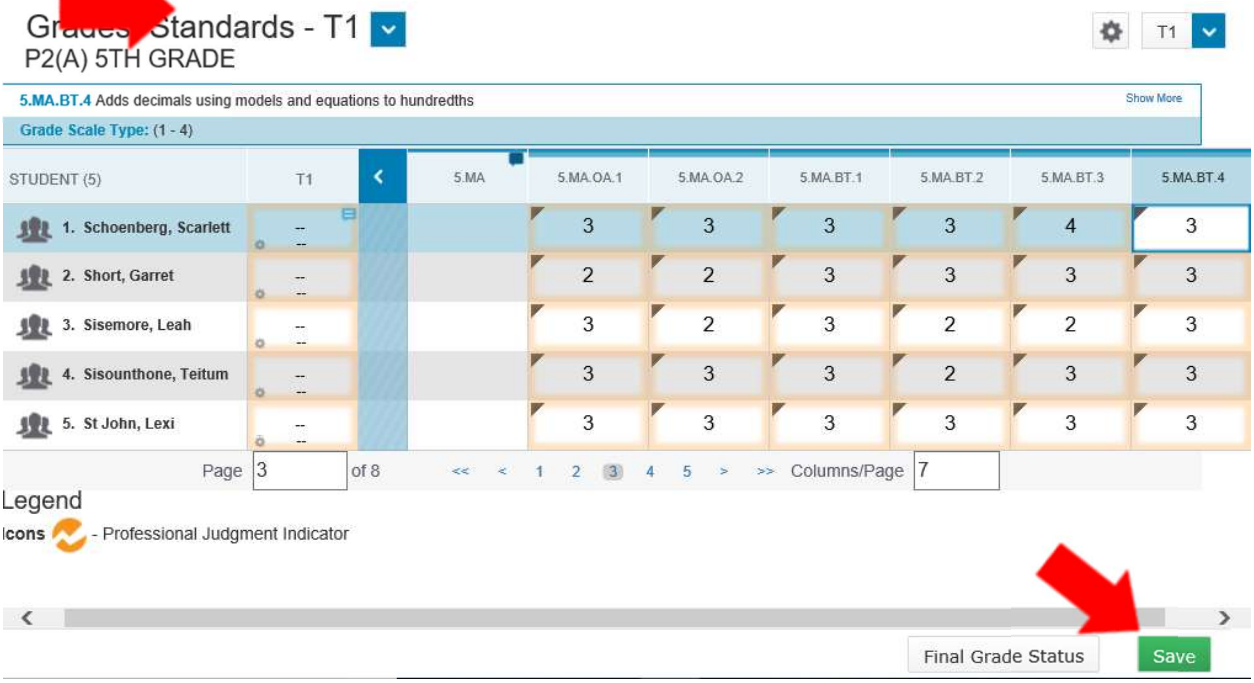


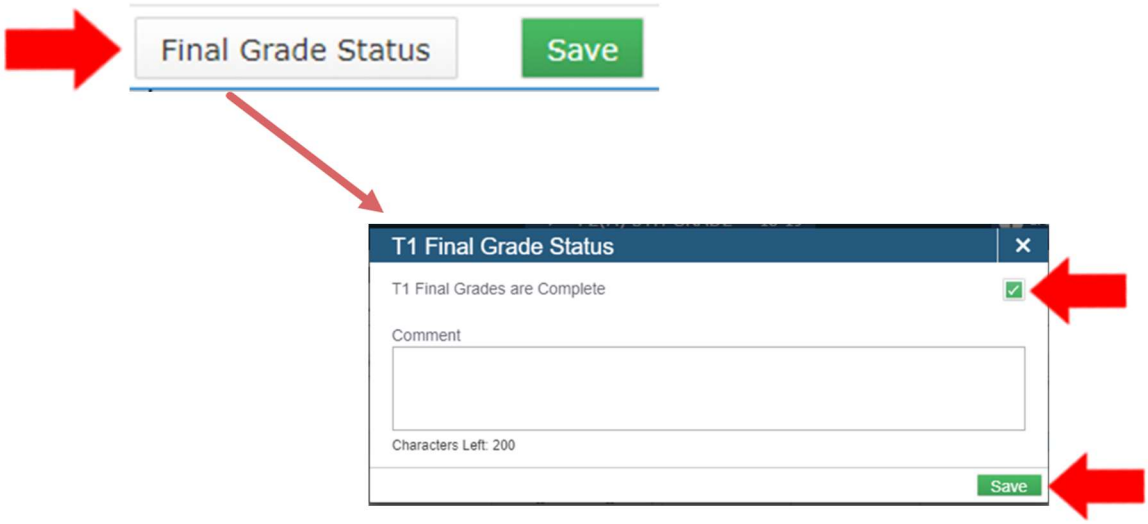
Step 8: Enter trimester and/or subject level comments by selecting the trimester or subject level column and entering comments into the score inspector

Note* The "fill" options can also be used for comments



Step 9: To store all your inputted grades, click save on the bottom right section of the page



Step 10: Once all grades are entered for the Trimester, let your admin know by selecting the Final Grade Status button

Note* A dialog box will display, click the Final Grades are Complete check box and Save