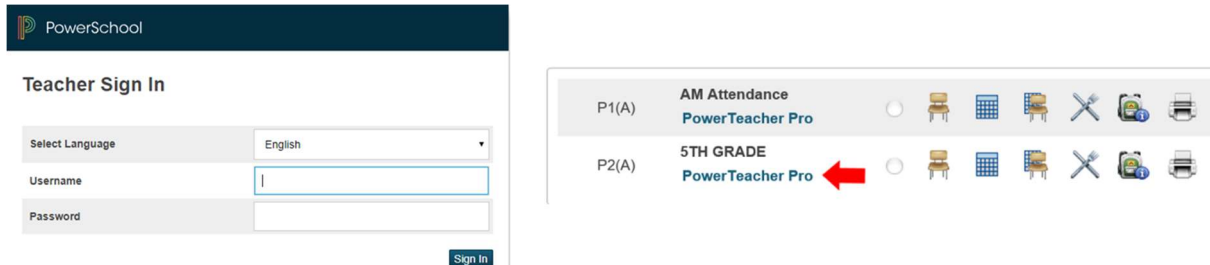
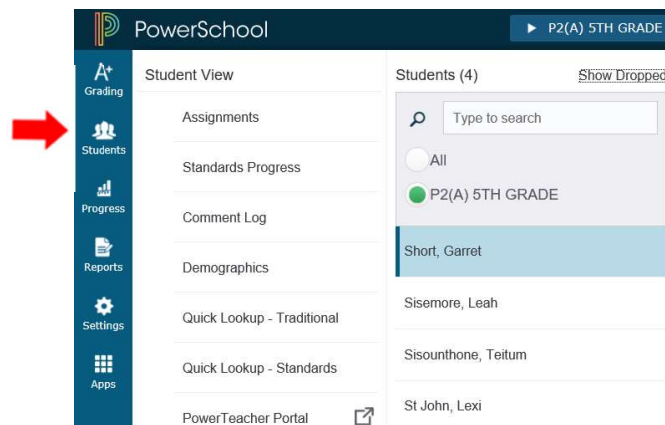


Instructions for Entering Grades for Dropped Students

Step 1: Sign into PowerSchool and launch the PowerTeacher Pro Platform

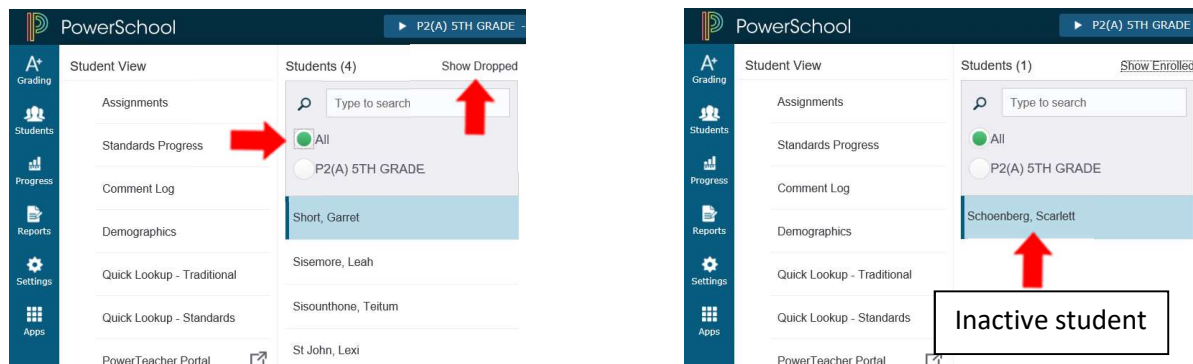


Step 2: Once in the PowerTeacher Pro platform, click on students on the left menu

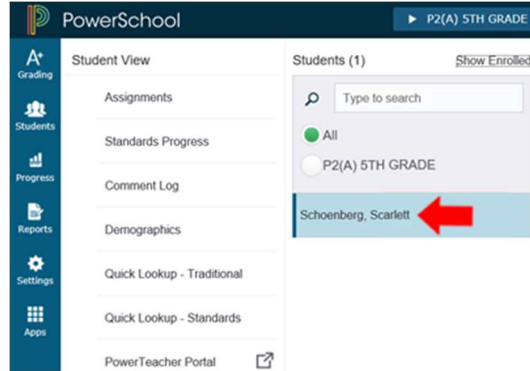


Step 3: Select the All button and click on the “show dropped” option

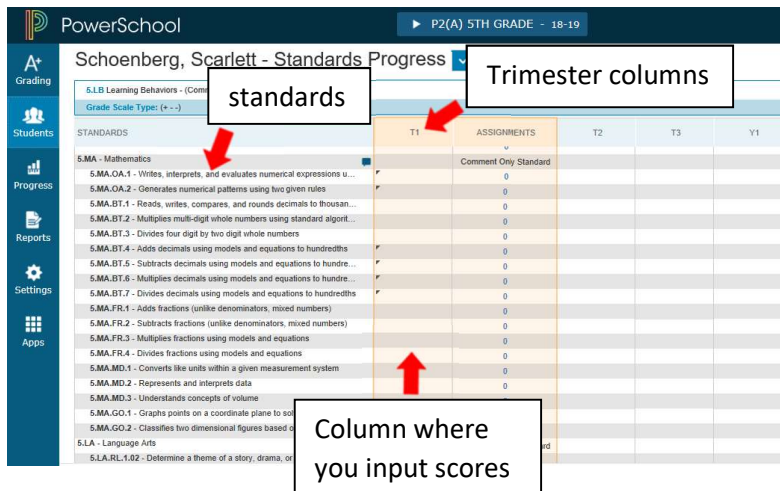
Note* This will display your inactive students in your class



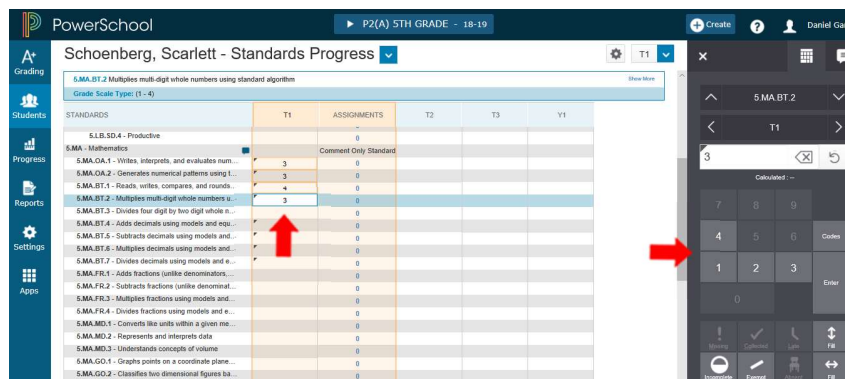
Step 4: Click on the inactive student that needs grades entered



Step 5: You will be directed to a screen with all gradeable standards - You will need to locate the correct trimester column to enter grades



Step 6: Use the score inspector to enter grades once you select a box in a column



Step 7: Click Save to store grades – your building clerk can now print a report card for the dropped student

The screenshot displays the PowerSchool interface for a student named Scarlett Schoenberg in 5th grade. The main area shows a table of standards progress. The table has columns for 'STANDARDS', 'T1', 'T2', 'T3', and 'Y1'. The 'T1' column contains numerical values for several standards, while others are marked as 'Comment Only Standard'. A red arrow points to a green 'Save' button located at the bottom right of the table.

STANDARDS	T1	T2	T3	Y1
5.LB.SD.4 - Productive	0			
5.MA - Mathematics				
5.MA.OA.1 - Writes, interprets, and evaluates num...	3	0		
5.MA.OA.2 - Generates numerical patterns using L...	3	0		
5.MA.BT.1 - Reads, writes, compares, and rounds...	4	0		
5.MA.BT.2 - Multiplies multi-digit whole numbers...	3	0		
5.MA.BT.3 - Divides four digit by two digit whole n...	3	0		
5.MA.BT.4 - Adds decimals using models and equ...	3	0		
5.MA.BT.5 - Subtracts decimals using models and...	0			
5.MA.BT.6 - Multiplies decimals using models and...	0			
5.MA.BT.7 - Divides decimals using models and e...	0			
5.MA.FR.1 - Adds fractions (unlike denominators...	0			
5.MA.FR.2 - Subtracts fractions (unlike denomi...	0			
5.MA.FR.3 - Multiplies fractions using models and...	0			
5.MA.FR.4 - Divides fractions using models and e...	0			
5.MA.MD.1 - Converts like units within a given me...	0			
5.MA.MD.2 - Represents and interprets data	0			
5.MA.MD.3 - Understands concept of volume	0			
5.MA.GG.1 - Graphs points on a coordinate plane...	0			
5.MA.GG.2 - Classifies two dimensional figures ba...	0			
5.LA - Language Arts				