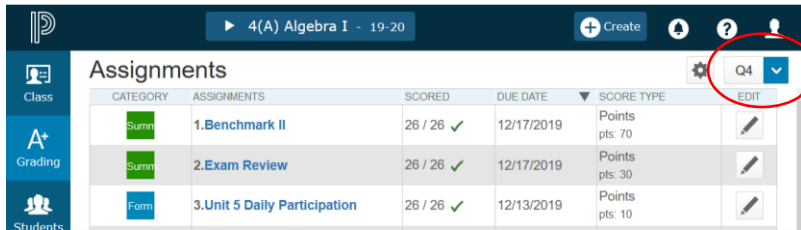


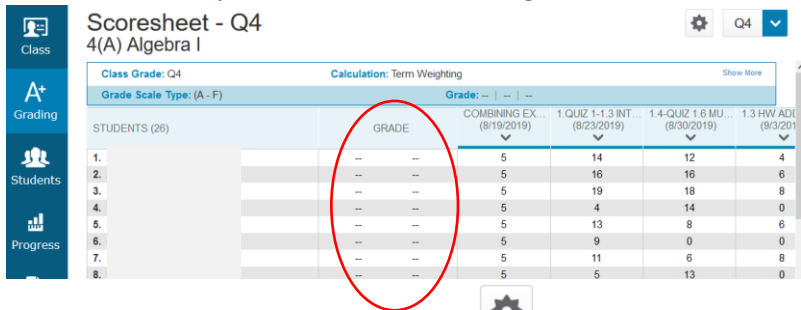
Recalculate Final Grades

Grade Levels 3-12

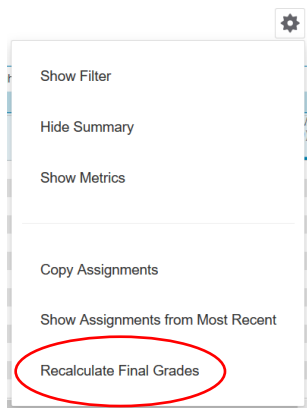
1. For your grades to reflect the new grade calculations and for Q4 grades to show in PowerTeacher Pro you **MUST** recalculate your final grades for **EACH** class you have.
2. Make sure you are on the Q4 spreadsheet



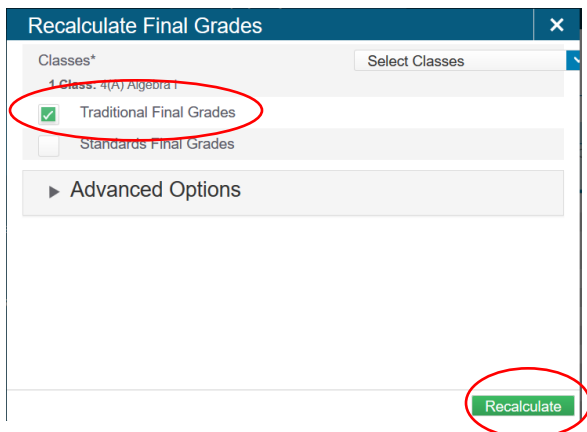
3. Click the A+ Grading button in the Charms bar on the left
4. Click Scoresheet (you'll notice there are no grades in the Grade column)



5. Click the gear button in the upper right
6. Select "Recalculate Final Grades" from the menu



7. Check the box next to "Traditional Final Grades" and click the Recalculate button



8. Done