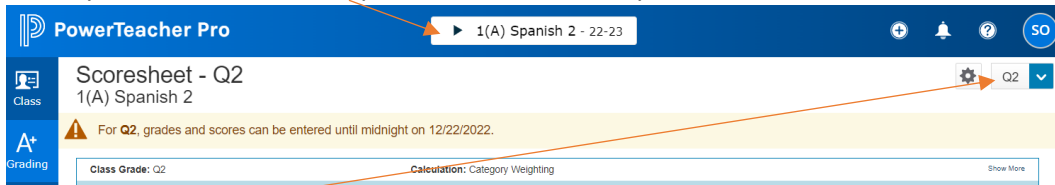
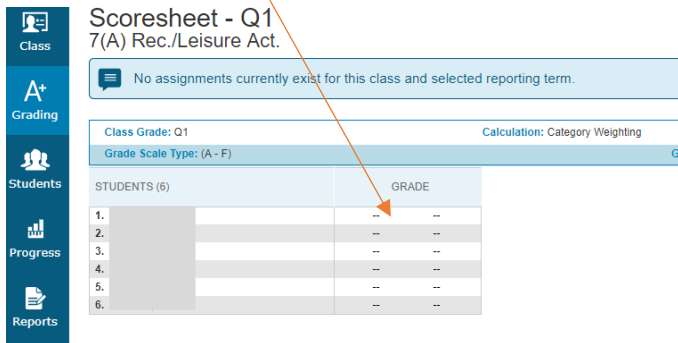


## Assign NM in PowerTeacher Pro:

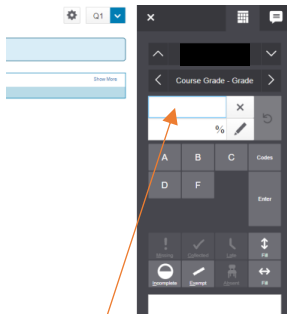
- In PowerTeacher Pro
- Select your class from the drop-down menu at the top, center



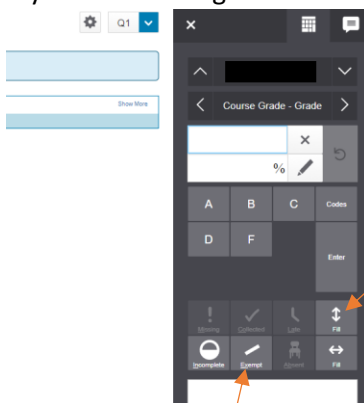
- Select the correct term from the drop down in the upper right
- Click A+ Grading button from the Charms bar on the left
- Select Scoresheet from the menu
- Click inside the GRADE column next to the first student in the class



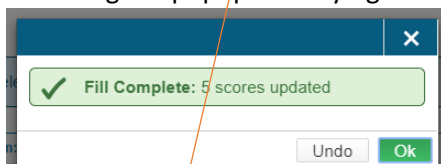
- You will now see the Score Inspector on the right



- Enter NM for the grade
- If you are entering an NM for the entire class, click the Fill Scores button



- You will get a popup box saying "Fill Complete: x scores updated". Click the OK button in this box



- Click the Exempt button so this NM doesn't average in with other terms

- Click the green Save button

Things to note for an NM:

- An NM will show a 0 for the percent grade. This grade does not count against the student.
- Because the Gradebooks are setup at the District level, your S1/S2 and Y1 grade will be populated automatically once you have entered a grade in Q1 and/or Q2.
- Sometimes the NM will roll over to the S1, S2, or Y1 grade as an F if your grade scale is using the A,B, C, D, F scale.
- To make sure your S1, S2, or Y1 grade is what you want it to be, select your S1 term (or S2 or Y1) from the drop down.

The screenshot shows the PowerSchool Scoresheet for class 7(A) Rec./Leisure Act. The interface includes a top navigation bar, a class information section, and a table of student grades. Annotations include:

- Term drop down:** A box pointing to the 'S1' dropdown menu in the top right of the class information section.
- Check grades here:** A box pointing to the first row of the student grade table.

STUDENTS (S)	GRADE	PERCENT
1.	F	0%
2.	F	0%
3.	F	0%
4.	F	0%
5.	F	0%
6.	F	0%

- If you want S1 to reflect an NM do the following:
- Click inside the GRADE column next to the first student
- You will see the Score Inspector on the right

The screenshot shows the Score Inspector interface. Annotations include:

- Next student:** A box pointing to the right arrow navigation button at the top of the interface.
- Delete F and 0 here:** A box pointing to the 'F' and '0%' text in the input field.

- Delete the F and the 0, then click to the next student until you have removed all the F's
- Click the green Save button
- Enter an NM for the grade and fill scores for all students
- Click the green Save button