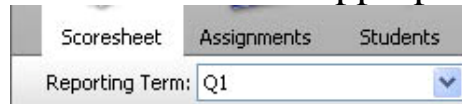
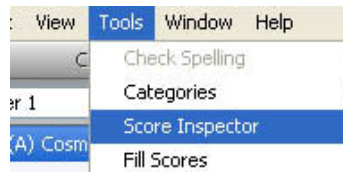


PowerTeacher Procedure for Final Grades

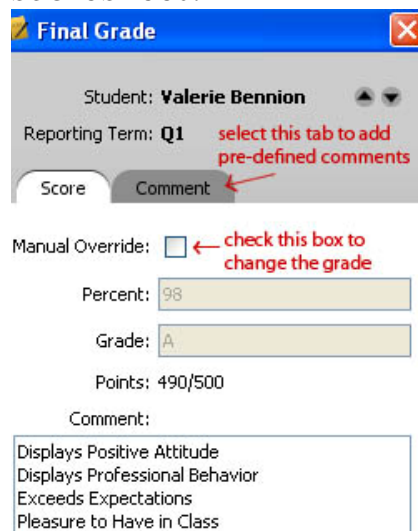
1. Make sure the appropriate quarter is selected in your gradebook.



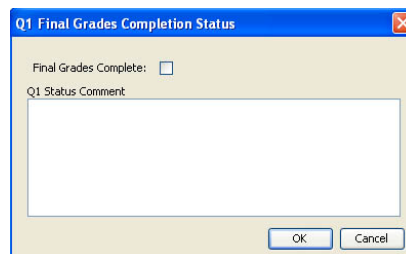
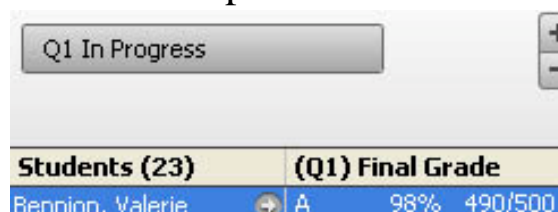
2. Highlight the first student on your scoresheet and from the Tools menu select Score Inspector.



3. If necessary, replace the Progress comments with updated comments for the final grade. Hit the Save button on the scoresheet when you replace comments for each student. These comments will print on the report card. To manually override the grade that has been calculated, select the Manual Override checkbox and enter a different percentage and grade. The final grade for the quarter is pulled directly from your scoresheet!



4. When you are finished adding your comments for your entire scoresheet, click on the Q1 In Progress button. When the Q1 Final Grades Completion Status box appears, check the box next to Final Grades Complete.



5. Click on the Report Icon in the upper right hand corner of your gradebook and choose Final Grades and Comment Verification from the Report list. Make sure you select the appropriate reporting term. Print the report and hand in a copy for each class to Marika in Registration.

Final Grade and Comment Verification

Criteria Layout

Sections: Selected Class Active Classes

Students: Enrolled Students Selected Groups and/or Students

Student Field: Student Name Student Number Sort By: Number

Include: Course Grade Additional Grades

Points Grade Percent Comment Use Comment Code

Reporting Term: Q1 ← select the appropriate reporting term

Run Report