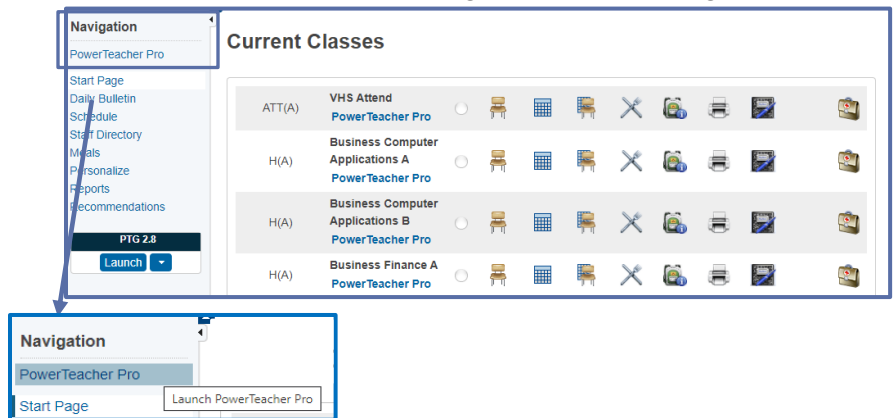


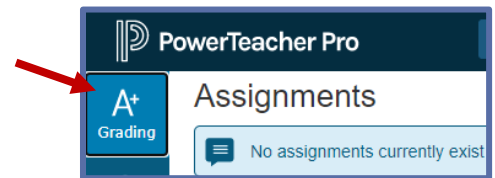
Schoology Grades (Manually) → PowerTeacher Pro

At least for Trimester-1 all final grades will need to be manually entered into PowerTeacher Pro. Note that this is only for final grades to be posted on report cards and transcripts. Grades by assignment in Schoology are available for students and parents.

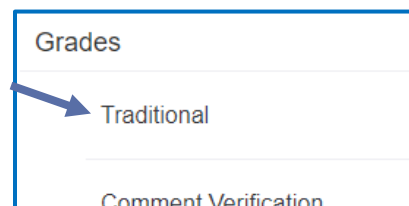
1. Log on to PowerTeacher using your District credentials
2. Click on PowerTeacher Pro to get to your Gradebook.



3. Click on the A+ at the top right of the window.
(Since the sync between Schoology and PowerSchool has been turned off it will say, *No assignments currently exist for this class and selected reporting term until you click this. Don't let that throw you off.*)

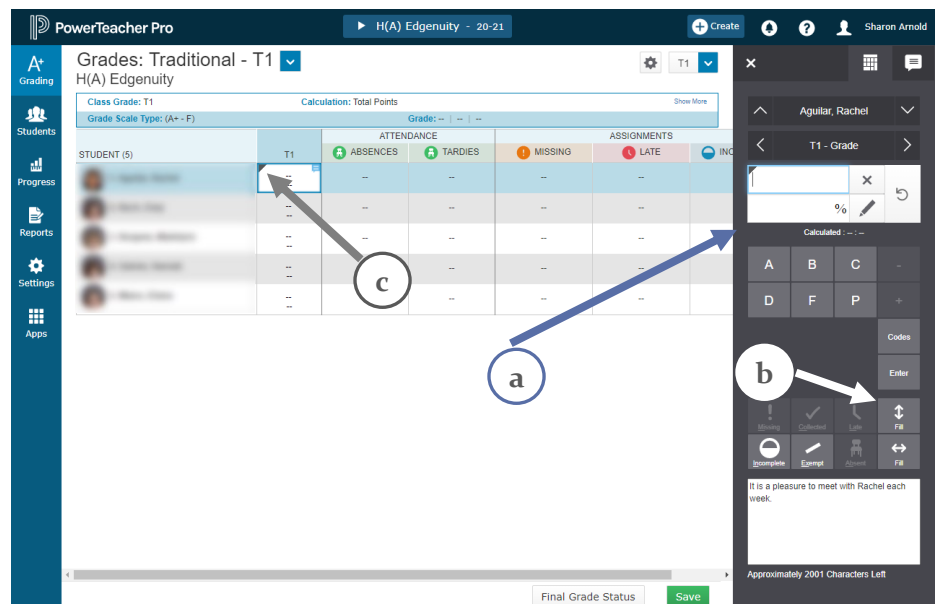


4. Under the Grades category click the *Traditional* link.



Entering Grades

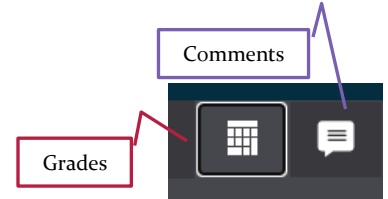
5. Click in the T1 column. This is where you will enter your grades manually.
 - a. A panel will appear on the right side of the screen. You will click the grade (A-F) along with any amplifier (+/-).
 - b. If most of your students will receive the same grade you can click **Fill** and then manually enter exceptions.
 - c. A gray triangle will appear in the grade box indicating you manually entered the grade.



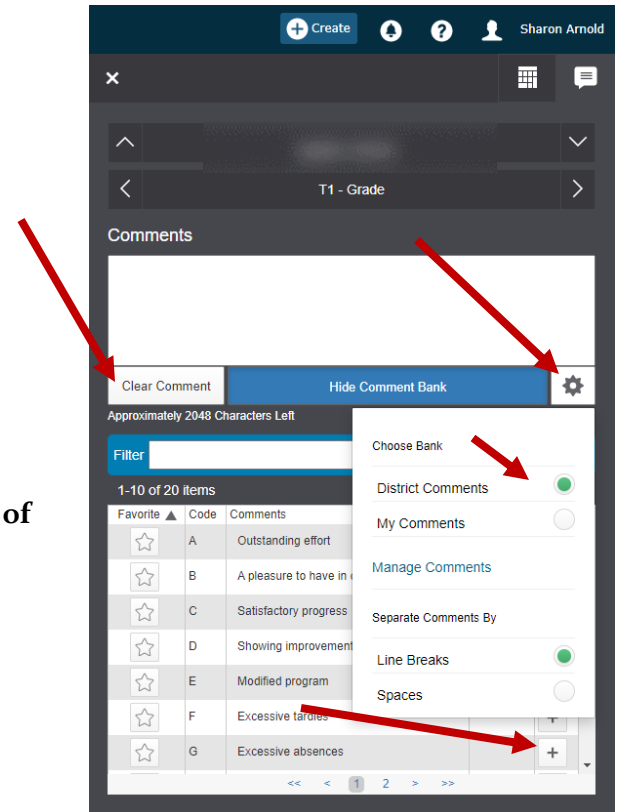
Entering Comments

You can use the Comment Bank set up by the District or create your own comment bank.

1. Click the *Comment* button on the top right side of the Grading Panel. The panel will change. You may need to click Show Comment Bank.

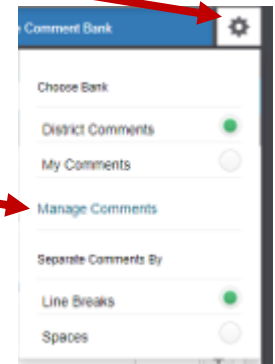


2. Click the gear button to see available categories of comments (District or My Comments)
3. Make your Category selection.
4. Click the gear button to put the list away.
5. To choose a comment click the plus at the far-right side of it. You may choose as many as you like.
6. To remove a single comment, select and delete it. To remove all the comments, click *Clear Comment*.
7. A blue comment balloon will appear in the top right corner of the grade box after comments have been added.

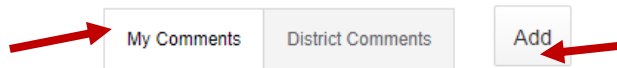


Adding Your Own Comments

1. Click the gear button again, then click **Manage Comments**.
2. If necessary, click the **My Comments** tab, then click the **Add** button at the far right of the page.



Comment Bank



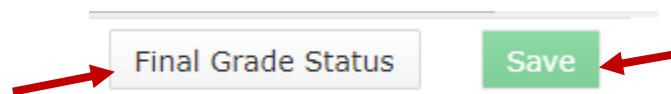
3. Complete the form in the window:
 - a. Type a **Code** ..a (very) short abbreviation of the comment. *This is a required field.*
 - b. Enter a **Category** if you want to.
 - c. Type your comment in the box. Use the **Smart text** to be able to personalize each comment with little effort.
The information for each student replaces the code chosen.
 - d. Click **Save**.
4. To return to your Gradebook click the **A+**, then **Traditional** again.

A screenshot of the 'Add Teacher Comment' form. It has a title bar with a close button. The form contains: a 'Code*' field with 'VirtMeet' entered; a 'Category' field with 'Category (Optional)'; a 'Favorite' checkbox checked; a 'Comment*' field with 'Insert Smart Text' selected and a dropdown arrow; a text area containing 'It is a pleasure to meet with <first name> each week via Webex.'; and a 'Characters Left: 437' indicator. A green 'Save' button is at the bottom right. Red arrows point to the 'Code' field, 'Category' field, 'Comment' field, and the 'Save' button.

Finalizing Grades

Once you have completed all your grades, you will need to flag them as complete. Performing these steps will send a flag to the Administrative side to let them know who has completed their grades.

1. Click the **Save** button at the bottom of the window on last time.
2. Click the **Final Grade Status** button to the left of the **Save** button.



You are Done!