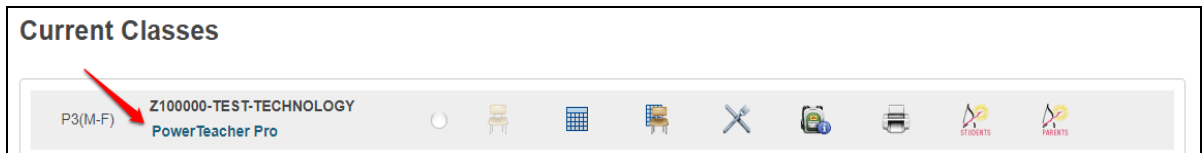




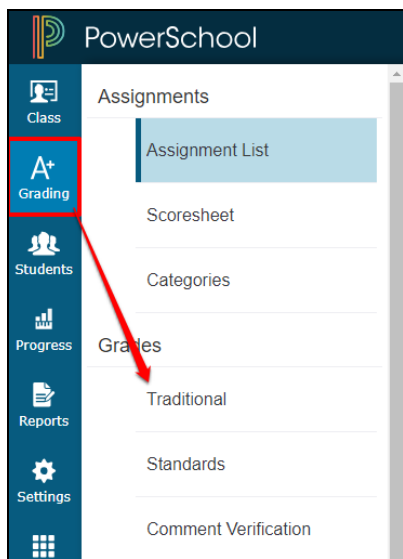
END OF QUARTER FINAL GRADE ENTRY FOR NON-PTP GRADEBOOK USERS

PowerTeacher Pro Gradebook

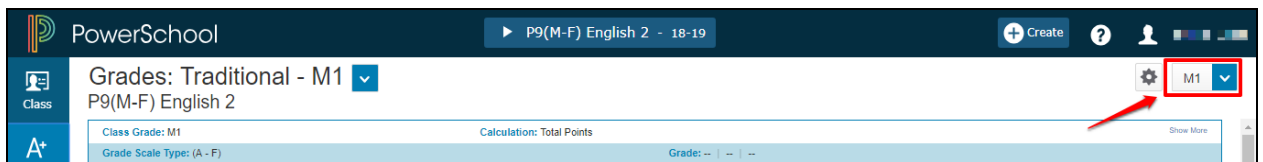
1. Log into **PowerTeacher Pro Gradebook**



2. Click on **Grading** in the left-navigation menu and then select **Traditional** under Grades



3. Before you start entering grades, make sure you are in the **M1** term. You can verify this by looking in the top right corner under the term drop-down.





END OF QUARTER FINAL GRADE ENTRY FOR NON-PTP GRADEBOOK USERS

PowerTeacher Pro GRADEBOOK

4. In the **M1 column (1)**, click into the box next to a student's name in order to enter the grade. The score indicator will appear on the right and you can enter the appropriate grade **(2)**.

IMPORTANT: A grade must be entered for every student

The screenshot shows the PowerSchool interface for the class "P9(M-F) English 2 - 18-19". The "Grades: Traditional - M1" dropdown is selected. The "M1" column is highlighted with a red box and labeled "1.". A red arrow points to the first student's name in the "M1" column. To the right, the "M1 - Grade" dropdown menu is open, showing a grid of grades (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, ++, I, P) and an "Enter" button. A red arrow points to the "2." label in the dropdown menu.

5. Click on the **comment icon (1)** in the score indicator to enter comments for students. Then select **Show Comment Bank (2)** in order to see the district comments.

Important: You can only use the district comments. Per the district, DO NOT use the free response comment section.

The screenshot shows the "Comments" interface for the student "Araujo, Eric" in the "M1 - Grade" dropdown. A red circle labeled "1." highlights the comment icon in the top right corner. Below the "Comments" section, there is a "Clear Comment" button and a "Show Comment Bank" button, which is highlighted with a red circle labeled "2.". The "Show Comment Bank" button is located next to a text area for entering comments. At the bottom, it says "Approximately 2048 Characters Left".



END OF QUARTER FINAL GRADE ENTRY FOR NON-PTP GRADEBOOK USERS

PowerTeacher Pro Gradebook

- To enter a comment, click the + sign next to the comment code.

- Once all grades and comments have been entered, select **Final Grade Status** in the bottom right-hand corner **OR** if you would like to review all the comments you just entered from a single view, skip to step 9.

STUDENT (28)		M1	ATTENDANCE		ASSIGNMENTS		
			ABSENCES	TARDIES	MISSING	LATE	INCOMPLETE
1.	Araujo, Eric	B 88%	--	--	--	--	--
2.	Buckingham, Adam	A 95%	--	--	--	--	--
3.	Bunge, Nicholas	C 78%	--	--	--	--	--
4.	Chow, Ashley	B 88%	--	--	--	--	--
5.	Dolce, Nora	C 80%	--	--	--	--	--
6.	Finks, Maxine	D 72%	--	--	--	--	--
7.	Grable, Sean	A 97%	--	--	--	--	--
8.	Halloran, Diarmaid	B 85%	--	--	--	--	--
9.	Han, Sanguk	C 79%	--	--	--	--	--
10.	Jacobsen, Lara	C 78%	--	--	--	--	--
11.	Jones, Margaret	B 89%	--	--	--	--	--
12.	Joseph, William	C 80%	--	--	--	--	--
13.	Ktsanes, Sophia	F 55%	--	--	--	--	--
14.	Paden, James	I 0%	--	--	--	--	--
15.	Palmer, Katherine	A 99%	--	--	--	--	--
16.	Pearson, Alicia	B 86%	--	--	--	--	--
17.	Powers, Emma	C 77%	--	--	--	--	--
18.	Rohwer, Payton	B 88%	--	--	--	--	--
19.	Rose, Charlotte	D 72%	--	--	--	--	--
20.	Ryerson, Maximilian	A 97%	--	--	--	--	--
21.	Scarborough, Jack	--	--	--	--	--	--



END OF QUARTER FINAL GRADE ENTRY FOR NON-PTP GRADEBOOK USERS

PowerTeacher Pro GRADEBOOK

8. Select the checkbox, and then click **Save**.

IMPORTANT: If you don't check the box and only select Save, you have not officially submitted your grades.

M1 Final Grade Status

M1 Final Grades are Complete

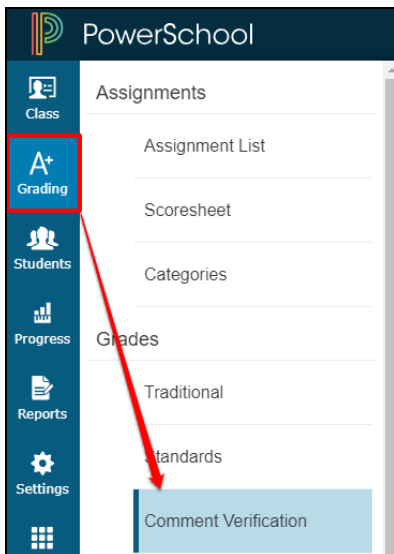
☐

Comment

Characters Left: 200

Save

9. If you would like to verify your grades and also see your comments, click on **Grading** from the left navigation menu, and then select **Comment Verification** under Grades.





END OF QUARTER FINAL GRADE ENTRY FOR NON-PTP GRADEBOOK USERS

PowerTeacher Pro GRADEBOOK

10. Once you have verified that grades and comments are accurate, then select Final Grade Status in the bottom right corner

The screenshot shows the PowerSchool interface for '4 Biology - 18-19'. The main area displays a table of student grades and comments. The 'Final Grade Status' button is highlighted in the bottom right corner.

STUDENT (28)	M1	COMMENT
1. [Student Name]	B 88%	Eric is good in class
2. [Student Name]	A 95%	He is an outstanding student.
3. [Student Name]	C 78%	He is not good with attendance.
4. [Student Name]	B+ 88%	
5. [Student Name]	C+ 77%	
6. [Student Name]	A 93%	
7. [Student Name]	A- 90%	
8. [Student Name]	D 66%	
9. [Student Name]	D 63%	
10. [Student Name]	B 83%	
11. [Student Name]	A 98%	
12. [Student Name]	F 54%	
13. [Student Name]	C- 70%	
14. [Student Name]	B 86%	
15. [Student Name]	A- 91%	
16. [Student Name]	C 76%	
17. [Student Name]	D+ 67%	
18. [Student Name]	B+ 88%	
19. [Student Name]	C+ 78%	
20. [Student Name]	A 95%	
21. [Student Name]	-- --	

11. Select the checkbox, and then click **Save**. After saving, you will see a checkmark in the "Final Grade Status" box -- this indicates that you have completed the grade submission process.

IMPORTANT: If you don't check the box and only select Save, you have not officially submitted your grades.

The dialog box titled 'M1 Final Grade Status' contains a checkbox labeled 'M1 Final Grades are Complete', a text area for 'Comment', and a 'Save' button. A red arrow points to the 'Save' button.

M1 Final Grades are Complete ☐

Comment

Characters Left: 200

Save