Instructions for Finalizing End of Term Grades
PowerTeacher Pro Gradebook

1. Open PowerTeacher Pro Gradebook.
2. Click on the A+ Grading Icon on the left side.
3. Click on Grades/Traditional.
4. For each class, review the final grade letter and percentage to ensure their accuracy.
5. When you are done reviewing the term grades for the class, click on "Final Grade Status" at the bottom of the page.
6. Check the box at "* Final Grades are Complete."
7. Click "Save."

**Your administrator will run a report indicating which teachers have finalized grades before running report cards and other reports. Your finalization indicated that all grades are complete.