

Finalizing Quarter Grades

1. Log-in to [Power Teacher](#).
2. Open your Gradebook to the correct year and **reporting term (2013-2014/Q1)**.
3. Select the subject (i.e. Math, LAL, etc.) you wish to finalize for the quarter.
4. Under Scoresheet, select Final Grades.

The screenshot shows the PowerTeacher Gradebook interface for James Pittas at William B. Cruise Memorial School 11. The 'Classes' list on the left includes 'P1(M-TH) P3(M-F) Math Gr5'. The 'Reporting Term' is set to 'Q1'. The 'Final Grades' tab is selected, and the 'Scoresheet' icon is highlighted. The main area displays a table of student grades for the (Q1) Final Grade.

Student...	(Q1) Final Grade	A	T	Citizenship	Applies Concep...	Computation S...	Class Participat...	Homework (16)	Quiz (3)	Test (1)
ALVER...	D 66%	n/a	-					1560/1600	150/300	
CABRE...	D 69%	n/a	-					1340/1600	185/300	
DOMI...	A 93%	n/a	-					1600/1600	270/300	
FLORE...	A 93%	n/a	-					1590/1600	270/300	
HERN...	A 96%	n/a	-					1580/1600	285/300	
HYLTO...	B 85%	n/a	-					1560/1600	235/300	
JAIKA...	A 100%	n/a	-					1600/1600	300/300	
LOPEZ...	C 73%	n/a	-					1370/1600	200/300	
RIVER...	A 95%	n/a	-					1500/1600	285/300	
SANC...	A 100%	n/a	-					1600/1600	300/300	
SAND...	C 78%	n/a	-					1560/1600	205/300	
SAND...	C 70%	n/a	-					1590/1600	165/300	
SUER...	F 62%	n/a	-					1300/1600	155/300	
TEPAL...	A 100%	n/a	-					1600/1600	300/300	
TEXCA...	A 97%	n/a	-					1600/1600	285/300	
TOCHI...	B 87%	n/a	-					1450/1600	255/300	
Torres...	B 80%	n/a	-					1310/1600	235/300	
VARG...	A 99%	n/a	-					1570/1600	300/300	
VELAZ...	C 72%	n/a	-					1470/1600	185/300	
VILLAL...	F 54%	n/a	-					1470/1600	105/300	

5. This is where you will input the information for skills assessment. For this section, select “**NI**” which means “**Needs Improvement**”, “**S**” for “**Satisfactory**”, and “**Ex**” for “**Exempt**”. **If you right click on the Standard’s tab, you can use “Quick Fill” to fill in the entire class with an “S” or “NI” and then make a few small changes.**

Note: “*Citizenship*” is a default Power School standard that is not on the report card and it does not need to be filled out.

The screenshot shows the PowerTeacher Gradebook interface for James Pittas at William B. Cruise Memorial School 11. The interface includes a menu bar (File, Edit, View, Tools, Attendance, Window, Help), a toolbar with icons for Scoresheet, Assignments, Student Info, Grade Setup, Class Content, Reports, Attendance, and Notifications. The main window displays a list of classes on the left, a reporting term of Q1, and a table of student grades. A red arrow points to the 'NI' grade in the 'Computation 5... k-6 Standards' column for student CABRE...

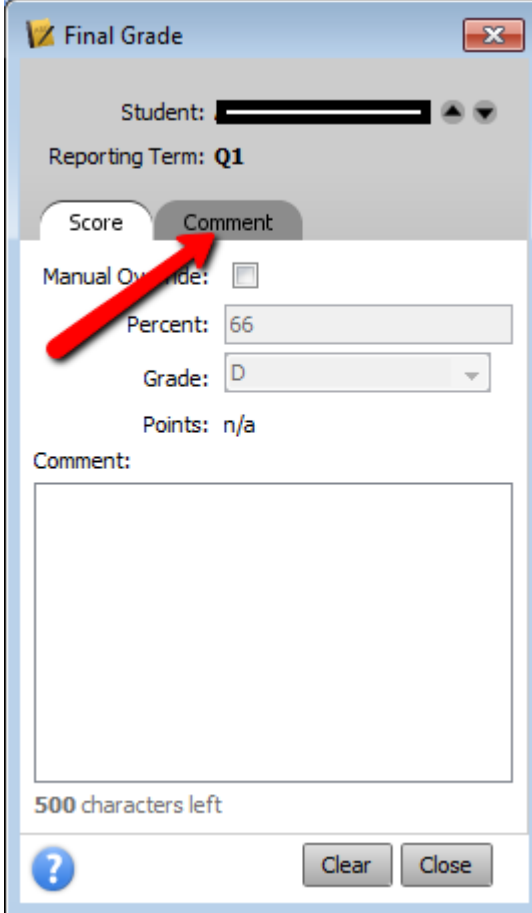
Student...	(Q1) Final Grade	A	T	Citizenship LTR	Applies Concep... k-6 Standards LTR	Computation 5... k-6 Standards LTR	Class Participat... k-6 Standards LTR	Homework (16) Default (Wt: 15 (15%))	Quiz (3) Default (Wt: 30 (30%))	Test (1) Default (Wt: 20 (20%))
ALVER...	D 66%	n/a	-					1560/1600	150/300	
CABRE...	D 69%	n/a	-			NI		1340/1600	185/300	
DOMI...	A 93%	n/a	-					1600/1600	270/300	
FLORE...	A 93%	n/a	-					1590/1600	270/300	
HERN...	A 96%	n/a	-					1580/1600	285/300	
HYLTO...	B 85%	n/a	-					1560/1600	235/300	
JAIKA...	A 100%	n/a	-					1600/1600	300/300	
LOPEZ...	C 73%	n/a	-					1370/1600	200/300	
RIVER...	A 95%	n/a	-					1500/1600	285/300	
SANC...	A 100%	n/a	-					1600/1600	300/300	
SAND...	C 78%	n/a	-					1560/1600	205/300	
SAND...	C 70%	n/a	-					1590/1600	165/300	
SUER...	F 62%	n/a	-					1300/1600	155/300	
TEPAL...	A 100%	n/a	-					1600/1600	300/300	
TEXCA...	A 97%	n/a	-					1600/1600	285/300	
TOCHI...	B 87%	n/a	-					1450/1600	255/300	
Torres...	B 80%	n/a	-					1310/1600	235/300	
VARG...	A 99%	n/a	-					1570/1600	300/300	
VELAZ...	C 72%	n/a	-					1470/1600	185/300	
VILLAL...	F 54%	n/a	-					1470/1600	105/300	

- To provide final comments that will appear on the report card, double-click on a student's final grade.

The screenshot shows a software interface for managing student grades. On the left, there is a sidebar with 'Classes' (Current Classes 12-13), 'Student Groups' (Active 20, Dropped 2), and 'Categories' (ALL, Behavior, Classwork, Homework, Project, Quiz, Test). The main area displays a table of student grades for 'Q1 In Progress'. A red arrow points to the '66%' grade for student ALVER... in the 'Q1 Final Grade' column. The table includes columns for student names, final grades, and various assignment scores.

Student...	(Q1) Final Grade	A	T	open ended res... 09/10/2012 pts: 100	hwk 7,9,11 09/13/2012 pts: 100	O.E.Q1 09/19/2012 pts: 100	S.L PG 13 09/21/2012 pts: 100	S.L PG 14 10 PG... 09/24/2012 pts: 100	M.J PG 15,16 09/25/2012 pts: 100	C
ALVER...	D 66%	n/a	-	50	100	50	100	100	100	
CABRE...	D 89%	n/a	-	85	100	50	100	100	100	
DOMI...	A 93%	n/a	-	85	100	100	100	100	100	
FLORE...	A 93%	n/a	-	85	100	100	100	100	100	
HERN...	A 96%	n/a	-	100	100	100	100	100	100	
HYLTO...	B 85%	n/a	-	85	100	100	100	100	100	
JAIKA...	A 100%	n/a	-	100	100	100	100	100	100	
LOPEZ...	C 73%	n/a	-	65	100	85	100	100	100	
RIVER...	A 95%	n/a	-	85	100	100	100	100	100	
SANC...	A 100%	n/a	-	100	100	100	100	100	100	
SAND...	C 78%	n/a	-	55	100	100	100	100	100	
SAND...	C 70%	n/a	-	65	100	50	100	100	100	
SUER...	F 62%	n/a	-	55	100	50	100	100	100	
TEPAL...	A 100%	n/a	-	100	100	100	100	100	100	
TEXCA...	A 97%	n/a	-	100	100	100	100	100	100	
TOCHI...	B 87%	n/a	-	85	100	85	100	100	100	
Torres...	B 80%	n/a	-	65	100	85	100	100	100	
VARG...	A 99%	n/a	-	100	100	100	100	100	100	
VELAZ...	C 72%	n/a	-	85	100	50	100	100	100	
VILLAL...	F 54%	n/a	-	55	100	50	100	100	100	

7. The following window will pop up. Click on the comment tab.



The image shows a software window titled "Final Grade". At the top, there is a "Student:" field with a dropdown menu and a "Reporting Term: Q1" label. Below this are two tabs: "Score" and "Comment". A red arrow points to the "Comment" tab, which is currently selected. Under the "Comment" tab, there are several input fields: "Manual Override:" with an unchecked checkbox, "Percent:" with a text box containing "66", "Grade:" with a dropdown menu showing "D", and "Points:" with the text "n/a". Below these fields is a large text area labeled "Comment:". At the bottom left of the text area, it says "500 characters left". At the bottom of the window, there is a blue question mark icon, a "Clear" button, and a "Close" button.

8. You will be given the option of double-clicking multiple pre-written comments, which are in English and Spanish. You may also provide your own.

The screenshot shows a window titled "Final Grade" with a student ID field and a reporting term of "Q1". There are two tabs: "Score" and "Comment". The "Comment" tab is active, showing a list of pre-written comments. A red arrow points to the "Comment" tab. Below the list is a "Separate Using" dropdown set to "Line Breaks" and an "Insert Selected" button. At the bottom, there is a "Comment" text area with a character count of "500 characters left" and "Clear" and "Close" buttons. A second red arrow points to the up and down arrows in the top right corner of the window.

Code	Comment	Category	Type	Favorites
05	05 - Capable of performing at a higher level/Capa...	Concerns	Dist.	☆
06	06 - Passing, but in danger of failing/Pasando, pe...	Concerns	Dist.	☆
07	07 - Incomplete and/or missing assignments / Asig...	Concerns	Dist.	☆
08	08 - Low test-quiz grades / Notas bajas en exame...	Concerns	Dist.	☆

9. When you are done, click on close or you can use the 2 little arrows on the top right-hand side of this window to navigate up and down your class list in this subject only.

10. After you have input all your comments, click on “Q1 in progress.”

The screenshot shows the PowerTeacher Gradebook interface for James Pittas at William B. Cruise Memorial School 11. The 'Reporting Term' is set to 'Q1' and the 'Mode' is 'Assignments'. A red arrow points to the 'Q1 In Progress' button. The main area displays a table of student grades for Q1.

Student...	(Q1) Final Grade	A	T	open ended res... 09/10/2012 pts: 100	hwk 7,9,11 09/13/2012 pts: 100	O.E.Q1 09/19/2012 pts: 100	S.L pg 13 09/21/2012 pts: 100	S.L PG 14 JO PG... 09/24/2012 pts: 100	M.J PG 15,16 09/25/2012 pts: 100
ALVER...	D 66%	n/a	-	50	100	50	100	100	100
CABRE...	D 69%	n/a	-	85	100	50	100	100	100
DOMI...	A 93%	n/a	-	85	100	100	100	100	100
FLORE...	A 93%	n/a	-	85	100	100	100	100	100
HERN...	A 96%	n/a	-	100	100	100	100	100	100
HYLTO...	B 85%	n/a	-	85	100	100	100	100	100
JAIKA...	A 100%	n/a	-	100	100	100	100	100	100
LOPEZ...	C 73%	n/a	-	65	100	85	100	100	100
RIVER...	A 95%	n/a	-	85	100	100	100	100	100
SANC...	A 100%	n/a	-	100	100	100	100	100	100
SAND...	C 78%	n/a	-	55	100	100	100	100	100
SAND...	C 70%	n/a	-	65	100	50	100	100	100
SUER...	F 62%	n/a	-	55	100	50	100	100	100
TEPAL...	A 100%	n/a	-	100	100	100	100	100	100
TEXCA...	A 97%	n/a	-	100	100	100	100	100	100
TOCHI...	B 87%	n/a	-	85	100	85	100	100	100
Torres...	B 80%	n/a	-	65	100	85	100	100	100
VARG...	A 99%	n/a	-	100	100	100	100	100	100
VELAZ...	C 72%	n/a	-	85	100	50	100	100	100
VILLAL...	F 54%	n/a	-	55	100	50	100	100	100

11. Check off “Final Grades Complete.” The comment section is for the administration. A suggested comment would be, “All grades are complete and verified.”

The dialog box titled 'Q1 Final Grades Completion Status' has a checkbox for 'Final Grades Complete' which is checked. Below it is a text area for 'Q1 Status Comment'. The 'OK' and 'Cancel' buttons are at the bottom.

12. “Q1 in progress” will have changed to “Q1 Grades Complete.”

The screenshot shows the PowerTeacher Gradebook interface for James Pittas at William B. Cruise Memorial School 11. The 'Reporting Term' is set to 'Q1'. A red arrow points to a green button labeled 'Q1 Grades Complete' with a checkmark. The main area displays a table of student grades for the current term and previous terms.

Student...	(Q1) Final Grade	A	T	open ended res... 09/10/2012 pts: 100	hwk 7,9,11 09/13/2012 pts: 100	Q.E.01 09/19/2012 pts: 100	S.L. pg 13 09/21/2012 pts: 100	S.L. PG 14 JO PG... 09/24/2012 pts: 100	M.J PG 15,16 09/25/2012 pts: 100
ALVER...	D 66%	n/a	-	50	100	50	100	100	100
CABRE...	D 69%	n/a	-	85	100	50	100	100	100
DOMI...	A 93%	n/a	-	85	100	100	100	100	100
FLORE...	A 93%	n/a	-	85	100	100	100	100	100
HERN...	A 96%	n/a	-	100	100	100	100	100	100
HYLTO...	B 85%	n/a	-	85	100	100	100	100	100
JAIKA...	A 100%	n/a	-	100	100	100	100	100	100
LOPEZ...	C 73%	n/a	-	65	100	85	100	100	100
RIVER...	A 95%	n/a	-	85	100	100	100	100	100
SANC...	A 100%	n/a	-	100	100	100	100	100	100
SAND...	C 78%	n/a	-	55	100	100	100	100	100
SAND...	C 70%	n/a	-	65	100	50	100	100	100
SUER...	F 62%	n/a	-	55	100	50	100	100	100
TEPAL...	A 100%	n/a	-	100	100	100	100	100	100
TEXCA...	A 97%	n/a	-	100	100	100	100	100	100
TOCHI...	B 87%	n/a	-	85	100	85	100	100	100
Torres...	B 80%	n/a	-	65	100	85	100	100	100
VARG...	A 99%	n/a	-	100	100	100	100	100	100
VELAZ...	C 72%	n/a	-	85	100	50	100	100	100
VILLAL...	F 54%	n/a	-	55	100	50	100	100	100

points earned:n/a percentage:66% grade:D

13. **This will need to be done for every class that is graded.** If you have accidentally finalized your grades and have not told administration that they are completed, you can revert the gradebook to “Q1 in Progress.” All you have to do is click on “Q1 Grades Complete” and uncheck “Final Grades Complete.”

14. Once all your grades are finalized, send an email to administration stating that your grades are complete and ready to be printed.