

Finalizing Grades - Teachers

Purpose: Teachers – Instructions for teachers on how to finalize grades at the end of a term in PowerTeacher Gradebook.

The PowerTeacher Gradebook keeps a Final Grade by term for the teacher as the term progresses for each class section they teach. At the end of the term **if the calculated grade is correct for a student the teacher needs to do nothing except indicate to the office that you have complete grading on that section (see pg 3, Notify Office)**. That grade will be stored as a final grade for that term.

Manual Grade Adjustment - If the teacher wants to manually adjust the final grade and/or add comments for the report card they will need to do the following:

From their gradebook

1. Make sure the correct Final Grade Term is selected for the correct section
2. **Right click** on the final grade of the student you want to manually override or that you want to store a comment on.
3. Click **Show Score Inspector**.

Student	Final Grade (S1)	
Adams, Corby	C	76.7%
Allen, Victor	C	74.5%
Alfred, Alfred	F	53.4%
Alfred, Christopher	A	96.9%
Almanza, Harold	B+	91.9%
Almanza, Olivia	B-	82.4%
Anderson, John	B	85.2%
Brown, Andrew	C+	81.0%

4. You will be able to do several things from this Score Inspector screen.

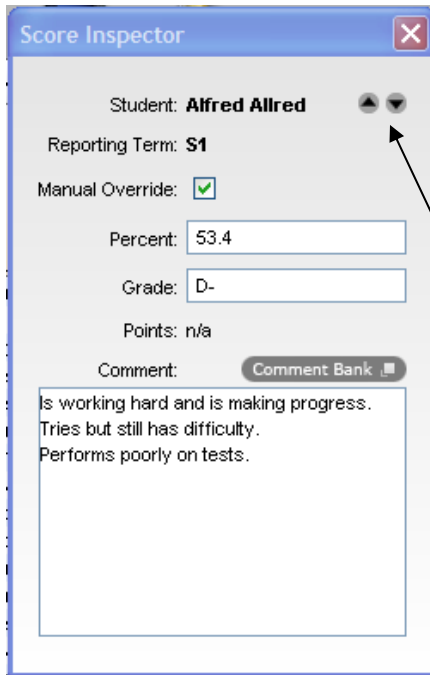
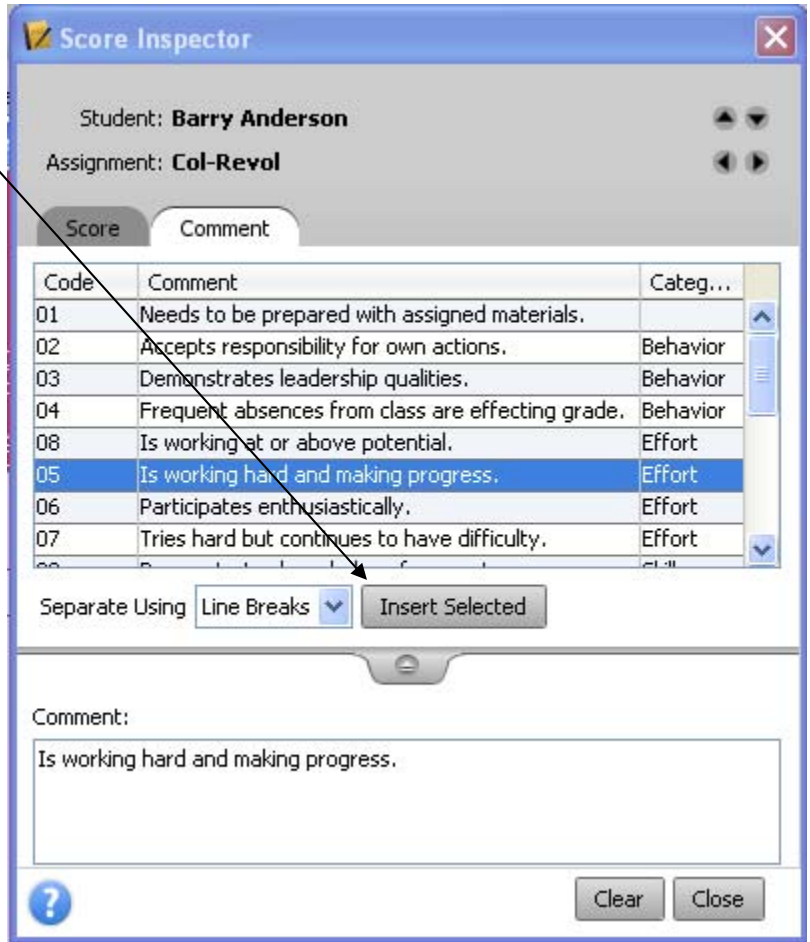
- a. Click **Manual Override** then enter a different Percent or Grade for this student.
- b. Type in a comment in the **Comment field** if your school allows you to,
or
- c. Click on **Comment tab** to choose from a list of predetermined comments your school has setup.



In the comment bank **highlight** a comment

You may hold your CTRL key down while selecting more than one comment.

- d. Click **Insert Selected Comments** to move comment(s) to the insert box.
- e. Click **OK** to record the comments.
- f. The “canned” comments will now appear in the comments window. Any Comments typed in will also appear in the same window.



Teachers may delete a comment by highlighting the appropriate comment and pressing their delete key.

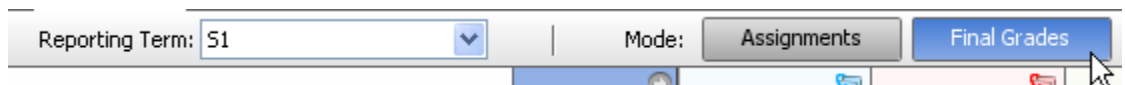
- 5. Select the next student by using the up and down arrows or X out of the score inspector.

Any grade altered by the Manual Override process will now show in the Final Grade column in **Bold**.

Enter Citizenship Grades

If your school uses Work Habits or Citizenship marks, you will need to enter them for term grading. To enter Citizenship marks:

1. Click on the Final Grade Mode button at the top of your Scoresheet



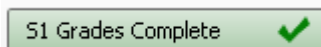
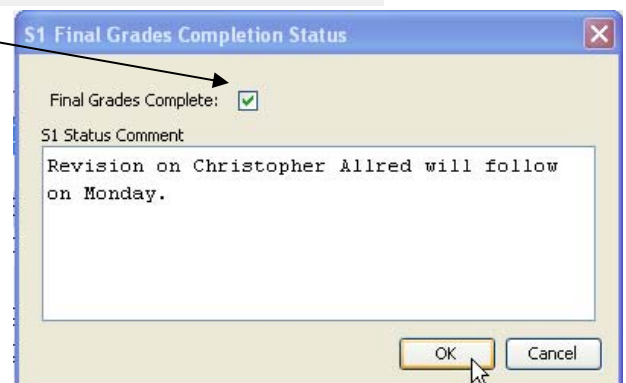
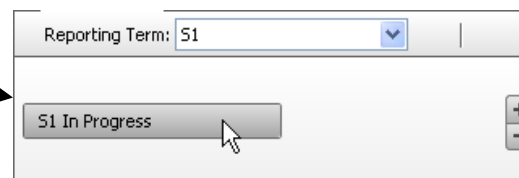
2. That will change your Scoresheet to show a vertical column for Citizenship grades as well as columns that show a category total recap of each category you are using.
3. To enter a Citizenship grade use the same procedures you do for entering other grades on the scoresheet.
4. The grade scale for Citizenship grades will probably be different than your regular grade scale and cannot be changed by the teacher.
5. Click Save when you have updated all the grades.

Citizenship	Homework (1)	Test (5)
Citizenship LTR	Default	Default
N		0/100
S		
H	100/100	485/500

Notify Office

Once the teacher has determined they have the appropriate grades and comments entered for each student, they should advise the office by:

6. Clicking the In Progress bar
7. Here the teacher should check the Final Grades Completed box and enter any comments if needed.
8. If the teacher has completed all but one or two student's grades they might want to indicate begin don by checking the box but put in a comment that revisions are to follow.
9. Click **OK**.
10. The In Progress bar will now indicate grades have been completed.



11. Teacher is finished with their part of finalizing grades.