



Setting Mid-Term Grades and Comments

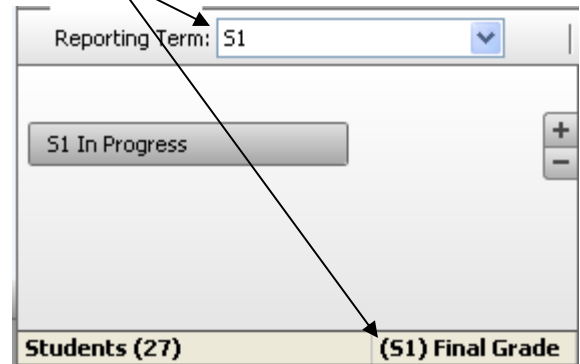
Purpose: Teachers – Instructions for setting mid term grades and adding comments for a mid term progress report using PowerTeacher Gradebook.

When it is time for mid term progress reports to be sent out, teachers can easily ready their grade book for proper reporting of grades and comments. Basically the process is the same as end of term grades to a point.

The grade that is shown in the Final Grade column is the grade that will go on the mid term report. The report will pull the grades directly out of each teacher's grade book Final Grade Column. Teachers may modify that grade by right clicking on it and going to the Score Inspector by that will probably not be necessary for mid terms.

All teachers however, **MUST** make sure they have their gradebook Final Grade set to the correct term and assignments set to that correct term, otherwise grades will not be correctly reported.

Grades are automatically calculated by PowerTeacher so if the grade in the Final Grade column is what the teacher wants to show on the midterm report, go on to the next student.



Students (27)	(S1) Final Grade
Adair, Brandon	F 0%
Allred, Christopher	--
Anderson, Barry	A 98%
Anderson, Jane	F 41%
Bailey, Jenilyn	--
Brewster, Annie	C+ 79%
Dailey, Brody	C- 72%
Daniels, James	B- 81%
Darger, Hyrum	B- 82%

If a score needs to be manually adjusted or a comment needs to be attached to the grade for the midterm report, the teacher can do the following:

1. Right Click (PC) Control Click (MAC) the grade you want to change or where you want to comment.
2. Choose **Show Score Inspector**



- To Manually Override the calculated grade check the box, **Manual Override**
- Enter a new grade and/or Percent.

Final Grade

Student: **Brody Dailey**

Reporting Term: **S1**

Score Comment

Manual Override:

Percent:

Grade:

Points: n/a

Comment:

Brody is starting to pay more attention in class and it shows.

Clear Close

- To add a free lance comment simply begin typing in the comment box
- To enter "Canned" comments Select the Comment Tab
- Select the appropriate comments (hold ctrl key down and select multiple comments) and either double click them or click **Insert Selected**. This will advance the comments down to the comment box.
- Go to the next student by using the selection arrows or close by clicking the **Close** button.

The comments entered at the mid term will stay with that term's grades until either changed or deleted. Therefore make sure you revise or delete comments before the final term report cards are sent out, unless you want these midterm comments to be part of that report card.

To delete All comments from Final Grades:

- Right click the title on the **Final Grade** column
- Click **Fill Scores**

Students (27)	(S1) Final Grade
Adair, Brandon	F 0%

3. Choose to Replace All

4. Check the box for Comments

5. Leave the Comments field blank

6. Click OK

7. this should erase all comments from any student's final grade for that term.

8. If you only want to delete a final comment from one student:

- Right click on that student's final grade.
- Click Show Score Inspector
- Highlight the comments you want to delete.
- Hit the Delete key.

Fill Final Scores

Fill Final Scores
Fill final scores and comments

Choose which final grades to fill:

Students with **No Grade**

Replace **Manually Overridden Grades**

Replace **All**

Scores **Comments**

Choose one or more values to fill:

Manual Override:

Percent:

Grade:

Comment:

?

OK Cancel

08	Is working at or above potential.	Effort
05	Is working hard and making progress.	Effort
06	Participates enthusiastically.	Effort
07	Tries hard but continues to have difficulty.	Effort

Separate Using

Comment:

Participates enthusiastically.

?

Clear Close