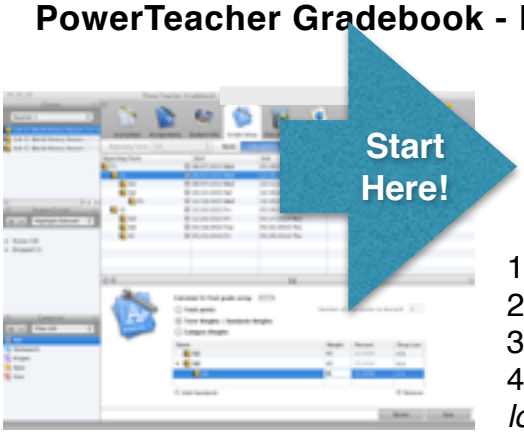
PowerTeacher Gradebook - End of Semester Cheat Sheet - Fall 2017



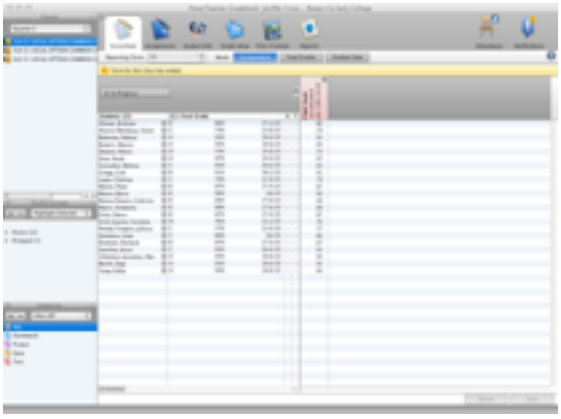
How to fix the Term Percentages

Each Quarter counts 40% and the Exam will count 20% for the Semester

1. Log in to Power Teacher **Gradebook**
2. Select a **Class** from the **Classes pane**
3. Click on **Grade Setup** Tab
4. **Change** the **Reporting Term to F1** *(or S1 for year long courses)*
5. Click on **F1** Reporting Term
6. Look at the chart at the bottom - **Select Term Weights**
7. Under the **Weight Heading**
   1. *For Semester Courses change the %'s to be Q1 - 40% / Q2 - 40% / E1 - 20%*
   2. *For Year-long Skinnies change the %'s to be Q1/Q2/Q3/Q4/E1 - All are 20%*
8. **Save**
9. **Copy** these settings to your other classes
   1. **Control Click on F1**
   2. Select **Copy Grade Set Up - Entire Class**
   3. **Select / check the box** for your other classes
   4. **Next / Finish**
10. *Spot check the other classes - just to be sure the settings are correct*
11. ***This will have to be done for your 2nd semester classes too!***

Dates are VERY important for the End of Term Process! Please read!
Please be sure to ask your school's data manager for the correct Exam Dates

How to Enter Exam Grades



1. Log in to Power Teacher Gradebook
2. Go to **Scoresheet**
3. **Change** the **Reporting Term** to **E1**
4. **Add an Assignment -** *Be sure the dates are set to the exam dates scheduled in PowerSchool - SEE the above statement about dates!*
   - ***Name the Assignment - Exam,***
     Category - Test,
     Score Type - points,
     Points possible - 100,
     Date - Exam Dates (ex. 1/22)
5. **Enter the Exam Grades.** Be sure to **SAVE!**

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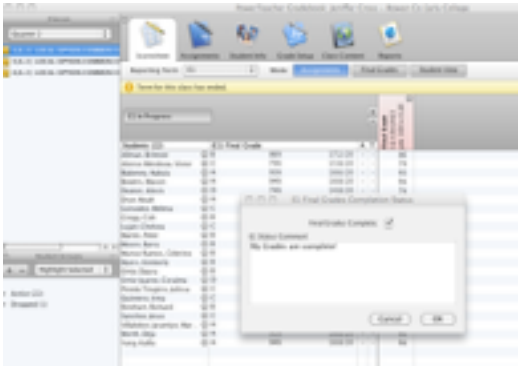
How to Bump Up or Manually Override a Final Grade

1. Log in to Power Teacher Gradebook
2. Go to the **selected class**
3. **Double-click the student's final grade** on the **scoresheet**, or right-click the final grade and select *Show Score Inspector*
4. Check **Manual Override** to indicate that you will be overwriting the final grade
5. Enter the **new percent value**, and **select a new letter grade**
6. Click **Close** and **Save**



Final Grades Completion

1. Log in to Power Teacher Gradebook
2. Select a **class**
3. On the **Scoresheet** tab - Select **F1** from the *Reporting Term drop down box*
4. Click the **"F1 in Progress Box"**
5. **E*nter a comment*** *indicating that final grades are complete like:* ****I verify that my Grades are complete and submitted and the date***
6. ***THEN check the box beside "Final Grades Complete"***
7. If you do this for the ending semester it will automatically check it for the quarter, and the exam - *basically everything that is ending. You should see the box change to green with a check*

Verification Reports

1. *After all grades are complete (box checked)*
2. Click on **Reports**
3. **Double click** on **Final Grade and Comment Verification**
4. Leave settings as is *except Reporting Term - **Select ALL** (to include Q2, Exam, etc)*
5. Click on the **Layout Tab**. **Check the box** beside **Include signature line**
6. Click **Run Report**
7. Select **Open Report** from pop-up box and then choose **OK**
8. Check to make sure it's correct then **Print** and **submit a signed copy to your Data Manager by specified date**