# End of Term Grades in PowerTeacher

I. Checking Gradebook for Errors

1. Logon to PowerTeacher and launch your gradebook.
2. Click the "Assignments" icon at the top of the screen.
3. Checking Assignment Dates – **VERY Important!**
   a. In the "Reporting Term", change to the next grading term. (so if it is Q1, change to Q2, Q3 change to Q4)   Make sure there are no assignments that got marked with the wrong date.
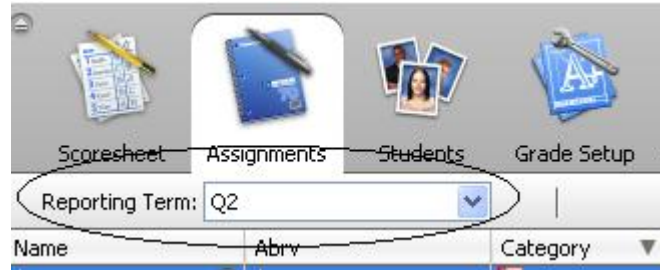
   In the example below, a Test given on 10/06/09 got put into Q2 because the date was accidentally entered as 10/21/09. Since Q1 ended 10/20/09, the program put the test in Q2. If this happens, change the date on the assignment to a date within the correct term. (In this example, anything 10/20/09 or earlier would work)

   b. In the Reporting Term, change back to the current term. Make sure all your assignments are on the list.
4. Checking Assignment Type/Points
   a. Click "Category" at the top of the screen and it will sort by category.
      i. Scan over each category and make sure assignments are in the correct category.
      ii. Scan through the points possible and weighting to make sure they are set correctly.

II. Run a Grade Verification Report

1. Logon to PowerTeacher and launch your gradebook.
2. Click the "Reports" icon at the top of the screen.
3. Choose the "Final Grade and Comment Verification Report".

Name:	▲	Description:
Attendance Grid	⊙	Student and date grid template for taking attendance
Category Total Report	⊙	Summary of category totals by section or by student
Final Grade and Comment Ver...	⊙	Final grades and comments by reporting term
Individual Student Report	⊙	Summary of class activity per student
Missing Assignment Report	⊙	Listing of assigments that have not been scored
Scoresheet	⊙	Student grade and assignment data
Student Multi-Section Report	⊙	Student information from all of a student's sections.
Student Roster	⊙	Student demographic information listed one row per ...

4. The settings below are recommended, but up to you. Make sure to change the "Reporting Term" to the current term you are verifying grades/comments on.

	Criteria	Layout

Name: Final Grade and Comment Verification

Description: Final grades and comments by reporting term

Output Type: ⊙ PDF ○ HTML ○ Export (CSV)

Sections: ⊙ Selected Class ○ Active Classes

Students: ⊙ Enrolled Students ○ Selected Groups and/or Students

Student Field: ⊙ Student Name ○ Student Number   Sort By: Number ▼

Include: ⊙ Course Grade ○ Additional Grades

☑ Points ☑ Grade ☑ Percent ☑ Comment ☑ Use Comment Code

Reporting Term: Q1 ▼

5. Click "Run Report".
6. Click "Open Report" and click "OK".
7. The report will open and you will see your entire class list of final grades for the end of the term and comments. Verify the grades and comments are accurate because the letter grade and comments will show up on report cards. If everything is correct, proceed to Step III.

|		
	A	102%
	C	81%
organ	A	108%
	A	102%	A pleasure to have in class. Excellent performance.
	A	96%

III. Finalizing Grades in PowerTeacher

At the end of each term, teachers need to finalize the grades in their gradebook. This signals the office staff that it is okay to print report cards for those classes.
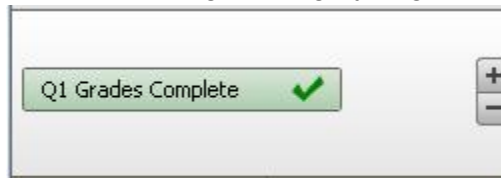
1. Logon to PowerTeacher and launch your gradebook.
2. Click the "Scoresheet" tab at the top.
3. Click the gray "In Progress" box.
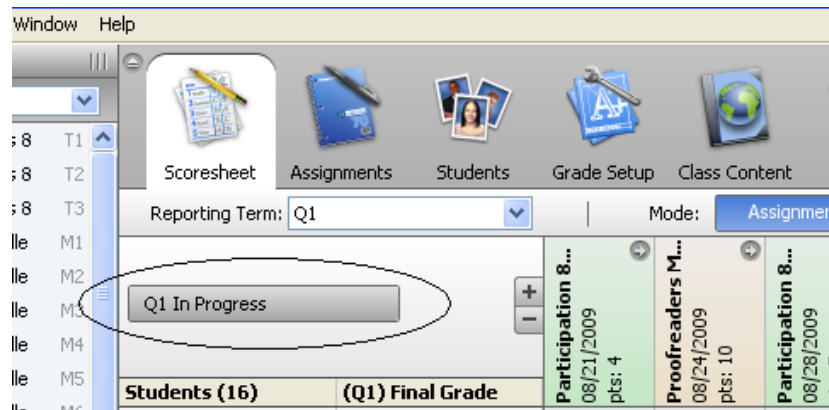
4. Check the "Final Grades Complete" Box.
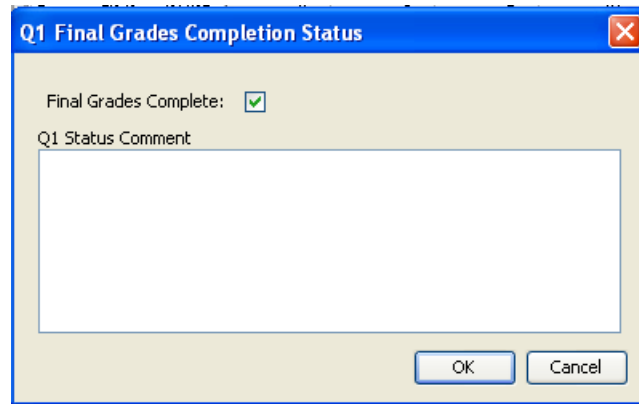
5. Click "OK. Now the In Progress box will change from grey to green and say "Grades Complete".

6. Repeat for all your classes. You're Done!

Important Notes/Reminders:

1. Undo-ing the Finalize - If you finalize your grades, but for some reason need to "un-finalize" them, just click the "Grades Complete" box and uncheck "Final Grades Complete. Let your office staff know if this is after the deadline, so they know whether to re-print report cards. (See #2 Deadlines below)

2. Deadlines - You will have two deadlines at the end of a term.
   a) Deadline for Finalizing Grades – Make sure you have your grades finalized by the deadline on your Gradebook Deadline Calendar. We will run a report to make sure all classes have been finalized. If you un-finalize your grades, you must notify your office staff, so they know to delay or re-print report cards.
   b) Deadline for Grade Changes - Inevitably, there will be some grade changes after each term. See the Gradebook Deadline Calendar for your school's deadlines. The program will pickup the changes automatically before that date. If you need to make a grade change after that deadline passes, notify your office staff/counselor **and** make the change in your gradebook. You **must** do both.

3. Middle School Exploratory Note: If the class ends at the 6-weeks (M1, M2, etc) or 12-weeks (T1,T2,T3) then you must finish and finalize grades at that time instead of the end of the 9 weeks. See the Gradebook Deadline Calendar provided by your school.