Hello!

I am sending this email to ITRT's and those of you were are listed as Grading/Report Card contacts for each school.  If you are not the person who handles your schools PowerTeacher communications please forward this email to that person and let me know who it is so we can note it for future reference.    
  
The end of Quarter 1 is here!  Please use this email and it's attachments as tools in making the end of term tasks run smoothly at each school.  Some of you may have already taken care of this using a previous years documentation, but below is pertinent information regarding the end of term along with attachments referencing each.    
  
1. Finalizing Grades in PowerTeacher (End of Term) - At the end of each term and grading period, teachers need to go into their gradebooks and "finalize" their grades by actually clicking on the "Final Grades Complete" button. This signals to the admin users that the grades are finished and ready to store and report cards ready to be print.  
  
I included in these directions how to do a basic error-check of their gradebooks.  
  
2. PowerTeacher Gradebook Deadline Calendar -  This Calendar goes through the entire 2015-16 school year with end of term, report card, and progress report dates.  
  
***After the initial storing of grades it will be up to the teachers to communicate any grade changes, they may make in their gradebook, to the designated person at their school so that person can make those grade changes in PowerSchool***.  If you haven't already done so, I suggest creating a grade change form for the teachers to fill out and submit for adjusting grades in PowerSchool so there will be a record of that change.  
  
This calendar is meant to be a tool.  There are several dates labeled "TBD".  These are dates that should be set at the school level. Please feel free to adjust these and any of the school dates to suit your school needs. Also, you might want to take out the terms that do not apply to your school to make it simpler to read.  
  
The ***Section Readiness Report***, located in the PTAdmin section of PowerSchool, generates a list of teachers who have and/or have not finalized their grades.  This should be ran at each school immediately upon the deadline for finalizing grades.  If you do not have access to PTAdmin please let me know.  Only choose sections marked as "Not Ready" for Qx.  Review the sections listed to determine if they, in fact, should be finalized (this is necessary because empty sections will show up on the list).    Once it has been determined that all grades have been entered and finalized please let me or Lisa  know to store grades for your school.    
  
Note:  I will be sending out specifics for exam setups in PowerTeacher closer to the end of the semester.

Thank you,  
Jennifer

*Jennifer Rhea, SIS Specialist*

Washington County Schools

[http://wcs.k12.va.us](http://wcs.k12.va.us/)

jrhea@wcs.k12.va.us

[(276)739-3060](tel:%28276%29739-3060)

[(276)628-1893](tel:%28276%29628-1893) Fax

***"To give anything less than your best is to sacrifice the gift."***