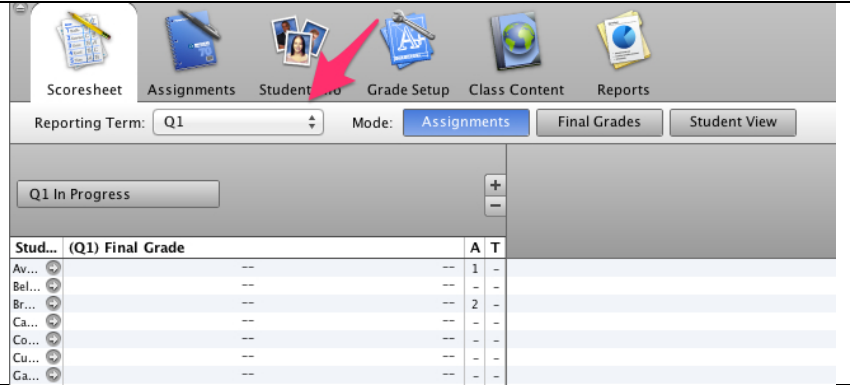


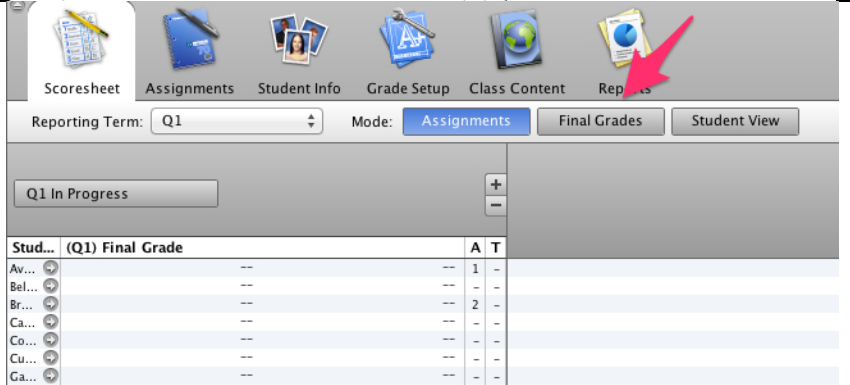
PowerTeacher Gradebook

Submitting Grades

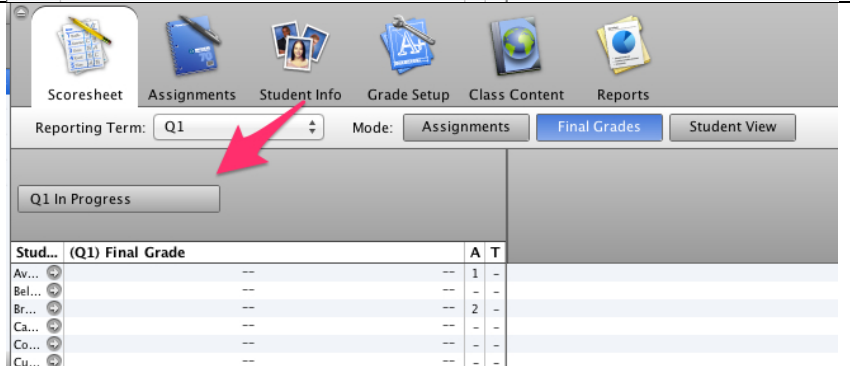
1) Log into PowerTeacher Gradebook and open your gradebook. Click the class you want to submit grades for. Ensure you are on the correct Quarter you need to submit grades for.



2) Click the Final Grades button.

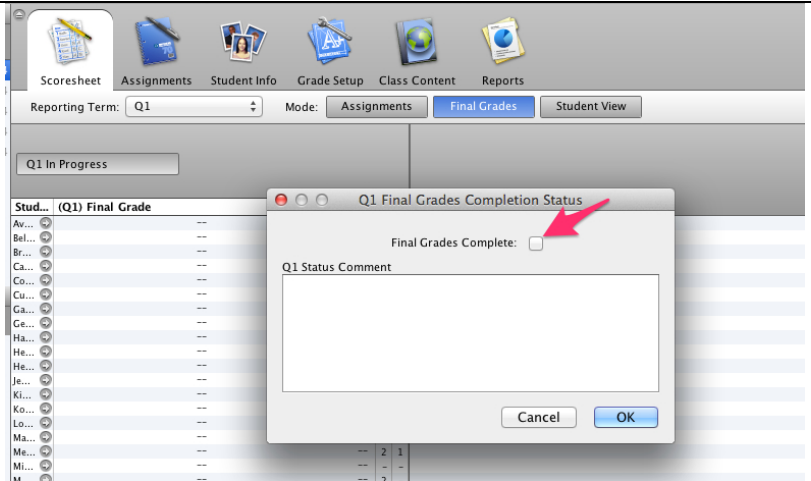


3) When you have confirmed your grades are complete, click the Q1 in Progress button. (Note-The button will have the quarter in which you are submitting grades. Ex: Q2, etc.)



4) In the pop-up window that appears, click the “Final Grades Complete” box. You may also leave a comment that may only be seen by your Data Manager if you wish. Click Ok when complete.

If you need to make a correction to a grade, simply go back to the Final Grades Complete box and uncheck that grades are complete. Be sure, however, that when your grades are complete you check the box.

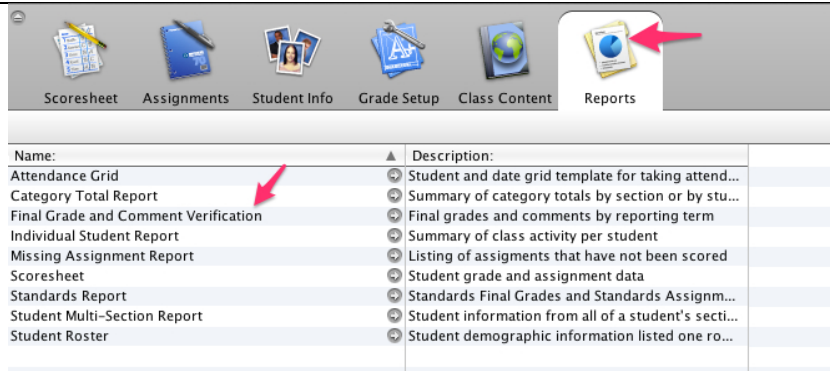


5) The Q1 in Progress box now displays green with a check mark.



6) Repeat this process for all courses you are submitting grades for.

7) On the reports tab, click the Final Grade and Comments Verification Report.



8) When you run the report, be sure to select Active Classes. Ensure that the reporting term is set to the correct reporting term. Leave all other values the same. Then click Run Report.

You can open the report or you can save it. Be sure to print a hard copy so you have one.

