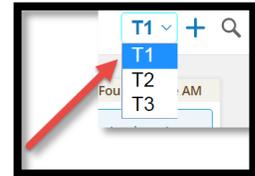


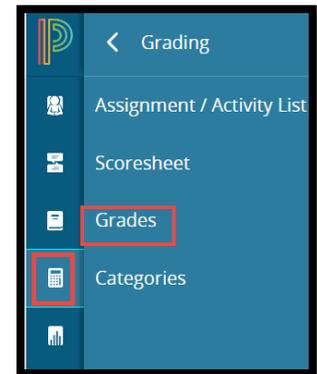
Entering Final Standards Grades

In some cases, teachers prefer to directly enter a Final Standard Grade rather than have it calculated. This is often the case for Habits of Successful Learners and Specials classes. Follow the steps below to enter Final Standards Grades for report cards.

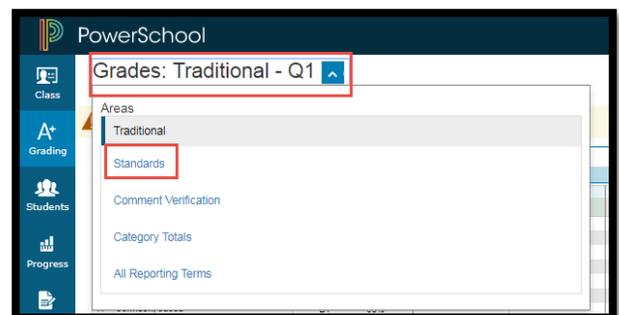
1. Log into your gradebook and choose a class from the dropdown at the top of the page.
2. At the top right, be sure you are in the correct reporting term (T1, T2, Q1, Q2, etc)



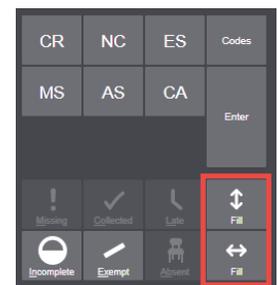
3. Click the grading tab on the left (looks like a calculator) and then choose Grades.



4. Click the blue dropdown menu at the top by Traditional Grades.
5. Select Standards to move to the Standards Final Grades page.



6. On this page you can simply click in a cell and enter a Final Grade code (ES, MS, AS, CA)
7. Be sure to take advantage of the vertical fill button on the score inspector.
 - a. Fill the top cell with the most common score, then click the vertical fill button to fill the rest of the column with the same score.
 - b. If you need to adjust a few scores simply click in the cell to change it.



Finalizing Your Grades

You will need to finalize your grades before the grade deadline. This process lets your administration know from within Power Teacher Pro that you have finished with your grades so that report cards can be printed.

Once you complete the above process for all students in the hour you are working on, click on **FINAL GRADE STATUS** at the bottom of the Final Grades page. Click **SAVE** again at the bottom of the spreadsheet. You must repeat this process for all classes.

The screenshot displays the Power Teacher Pro interface. A modal dialog box titled "S1 Final Grade Status" is open, showing a confirmation message "S1 Final Grades are Complete" with a green checkmark icon. Below the message is a text input field labeled "Comment" and a "Save" button. The dialog box has a close button (X) in the top right corner. In the background, a spreadsheet is visible with columns for student names and grades. At the bottom of the spreadsheet, there is a "Final Grade Status" button and a "Save" button. Red circles with numbers 1, 2, 3, and 4 are overlaid on the image to indicate key steps: 1 points to the "Final Grade Status" button, 2 points to the close button of the dialog, 3 points to the "Save" button in the dialog, and 4 points to the "Save" button at the bottom of the spreadsheet.

S1	CITY	INCOMPLETE
70.4%		1
88.3%		--
90.3%		--
78.6%		--
69.5%	4	--
94.3%	--	1