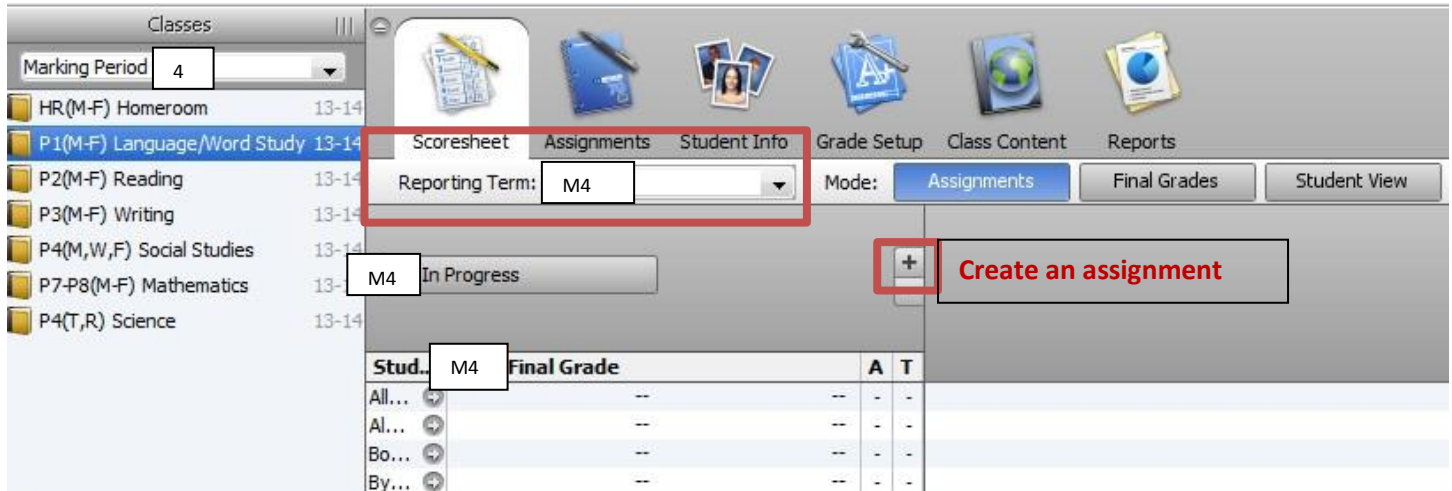


## 2013 – 2014 Marking Period 4 & Final Grades

### Report Card Input “QUICK HOW TO” with PowerTeacher/Gradebook

*Patience, persistence and perspiration make an unbeatable combination for success.* Napoleon Hill The data center thanks you for patience and cooperation as we acclimate to our new student management system.

- 1) Launch PowerTeacher Gradebook and you will see image below. Make sure Reporting Term is M4!
- 2) SELECT SUBJECT/GRADE and Create an assignment (click the ‘+’ sign)
  - a. Name suggested as <class> MP 4 Final (e.g. MP 4 Final)
- 3) Enter scores based on appropriate grade scale (see below)
- 4) To enter comments, double-click on student’s percentage under heading ‘((M4) Final Grade) – pop up window appears for comments
- 5) SUBJECT AREA TEACHERS: Click on “Final Grades’ to enter Performance Area grades – (enter letter of O,S,N,U)



- 6) **INPUT FINAL GRADE:** Change reporting term to ‘Y1’; it should have automatically calculated; however if it did not see step a.

a. Go to ‘Tools’ at the top of your screen; then click ‘Recalculate Final Scores.’

**NOTE:** If you feel the Final Grade should be something different, you can override the Final Grade by double-clicking on the percentage, just as you would for adding comments. Put a check box in ‘Manual Override’ and change the grade accordingly.

### 7) SAVE

Kindergarten & First Grade (Subject Areas/Classes)				2nd Grade - 8th Grade (Subject Areas/Classes)		
Grade	Description	Range	Percent	Grade	Description	Percent
<b>E</b>	<i>Exceeds</i> Grade Level Expectations	90-100	95	<b>A</b>	93-100	93
<b>M</b>	<i>Meets</i> Grade Level Expectations	75-89	82	<b>B</b>	85-92	85
<b>I</b>	<i>Improving</i> to Meet Grade Level Expectation	60-74	67	<b>C</b>	75-84	75
				<b>D</b>	70-74	70
<b>NM</b>	<i>Not Meeting</i> Grade Level Expectations	59 & below	50	<b>F</b>	0-69	50
<b>Performance (Sub-topics under subjects) &amp; Special Areas</b>						
	Grade	Description		Percent		
	<b>O</b>	Outstanding		93		
	<b>S</b>	Satisfactory		85		
	<b>N</b>	Needs Improvement		70		
	<b>U</b>	Unsatisfactory		50		