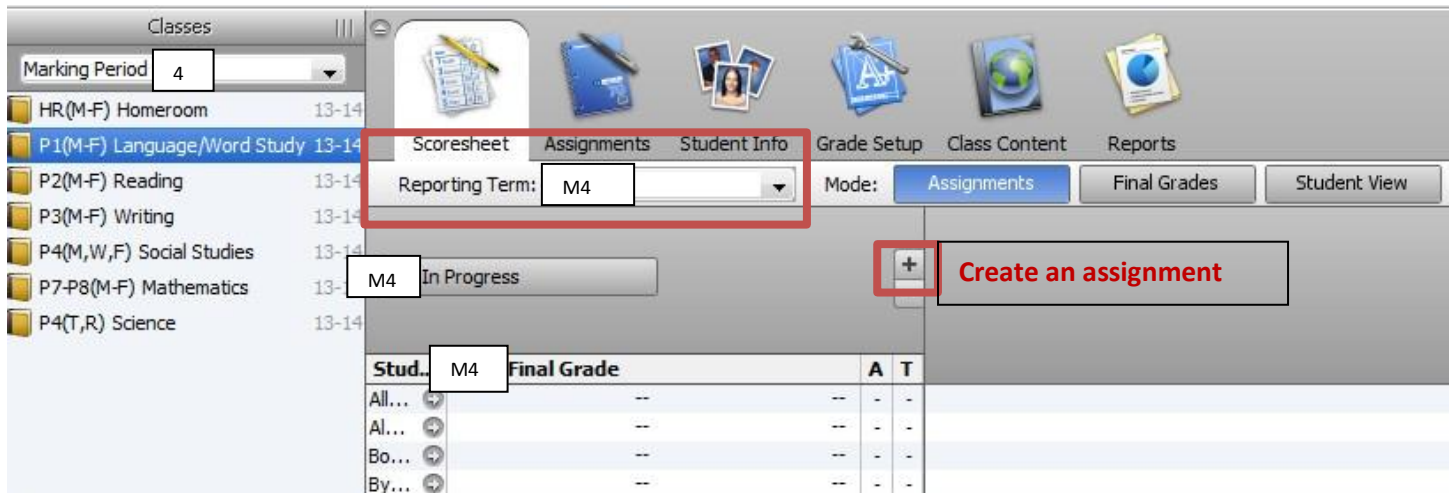


2013 – 2014 Marking Period 4 & Final Grades

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