

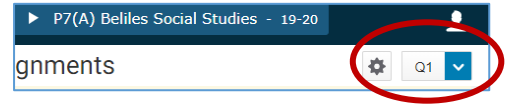
# Power Teacher Pro Final Grade Verification

Grade verification is only required for courses that you assign grades (homeroom & SRT excluded)

*Every school has specific deadlines and directions to finalize your grades. The electronic step to click on 'final grade status' for each class is not necessary as it doesn't alert anyone this step has been done.*

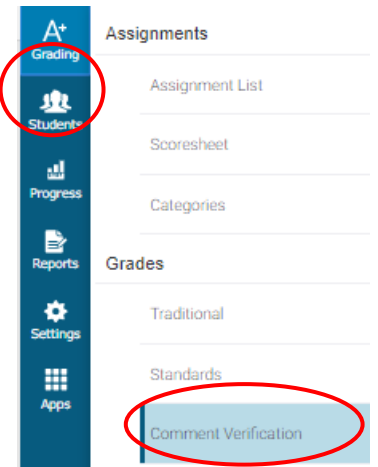
*The directions below are suggested steps to make sure all your grades are ready to store.*

- Choose the appropriate reporting term from the **Term Selector** (top right side).





Elem - Middle Quarter Courses Semester Courses	1 <sup>st</sup> 9 weeks Q1 N/A	2 <sup>nd</sup> 9 weeks Q2 & S1 S1	3 <sup>rd</sup> 9 weeks Q3 N/A	4 <sup>th</sup> 9 weeks Q4 & S2 S2
----- High School	----- G1	----- E1/G1/S1	----- G2	----- E2/G2/S2

- Make sure all your grades are correct and there are no blanks.
- Choose any comment from the District Comment Bank that you would like for each student:
  - Click on the A+ Grading/Comment Verification.
  - Click on any student comment blank space you wish to enter a comment for.



STUDENT (24)		Q1	COMMENT
1.		A- 92%	
2.		B- 81%	
3.		B- 80%	

- Click on the speech bubble icon  on top right side of score inspector.
- Click 'show comment bank'.
- Click on the gear icon  and choose 'show District Comments'.
- Click the plus sign to add any comment for the student selected.
- If you have favorites comments, click on the star next to them to resort and pull favorites to the top.

