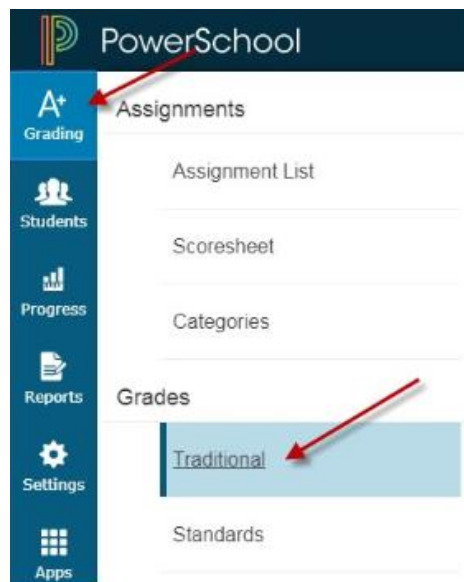


Power Teacher Pro Final Grade Verification

- Make sure all your grades are correct and there are no blanks.
- Make sure your comments are complete.
 - SMART TOOL: If you want to use the same comment for multiple students: type a comment with one student's first and last name and then drag down the comments and it will populate the correct student name for you.
- Grade verification is only required for courses that you assign grades (homeroom & SRT excluded).
- Choose the class from the **Class Selector**.
- Choose the reporting term from the **Term Selector**.



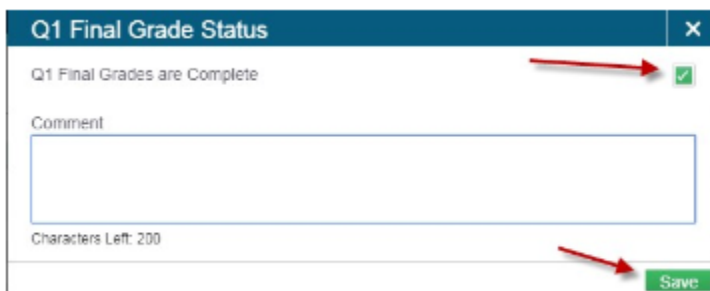
- Click on A+ Grading.
- Click on Traditional



- On the bottom right corner of the page, click the button “Final Grade Status”



- Check the box that your grades are complete, enter a comment if you would like the principal(s) and secretary to see.

A screenshot of the 'Q1 Final Grade Status' dialog box. It has a title bar with a close button (X). The main area contains a checkbox labeled 'Q1 Final Grades are Complete' with a green checkmark next to it. Below this is a text input field for a 'Comment' with a character count of 'Characters Left: 200'. A green 'Save' button is located at the bottom right, with a red arrow pointing to it.

- Click SAVE
- You will see a green checkmark next to “Final Grade Status” indicating grades have been verified.

