

### “Submitting” Grades through PowerTeacher Gradebook

- 1 Launch Gradebook through PowerTeacher or desktop icon.
2. When your Gradebook opens, make sure you are in the current term (Quarters (Q#).
3. Where it states “Q# In Progress” (which is found on the **SCORESHEET**), click this button.
4. You will see a Q# Final Grades Completion Status box appear
  - a. Click that box and a green check should appear next to the Final Grades Complete box
  - b. Then click OK
5. You will now see a green rectangle that says “Q# Grades Complete” should now appear on the **SCORESHEET** tab.
6. If you are submitting grades for the semester, do the following steps in addition to the previous steps:
  - a. On the **SCORESHEET** tab, change reporting term to F#
  - b. Where it states “F# In Progress” click this button
  - c. You will see a F# Final Grades Completion Status box appear
  - d. Then click OK.
7. To print hard copy of grades. Select a class. Make sure you have the correct class.
8. Click the Reports tab. The Reports Window appears.
9. Click: Final Grade and Comment Verification.
10. Choose: Sections: Selected Class (Run a report for each class one at a time and print the report). Choose: Reporting Term: (bottom of report window)
11. Click: Run Report. The Report Complete window appears.
12. To open the report:
  - a. Select the Open Report option
  - b. Click: Ok. The report results will show up based on the parameters you selected.
  - c. PRINT the report
13. To save the report to a file:
  - a. Select the Save Report option
  - b. Click OK. The Save Report window appears.
  - c. Enter a file name of the report in the Save as field. By default, this field populates with Final Grade and Comment Verification.
  - d. Choose the location where you want to save the report from the Where pop-up menu
  - e. Click: Save. The Final Grade and Comment Verification Report Complete window appears
  - f. Click: OK.

**SIGN AND TURN IN TO HEIDI IN THE OFFICE.**