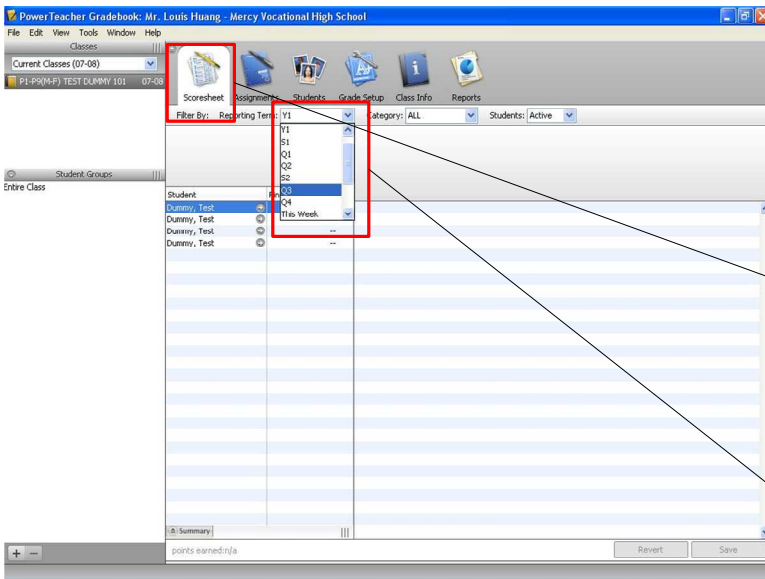
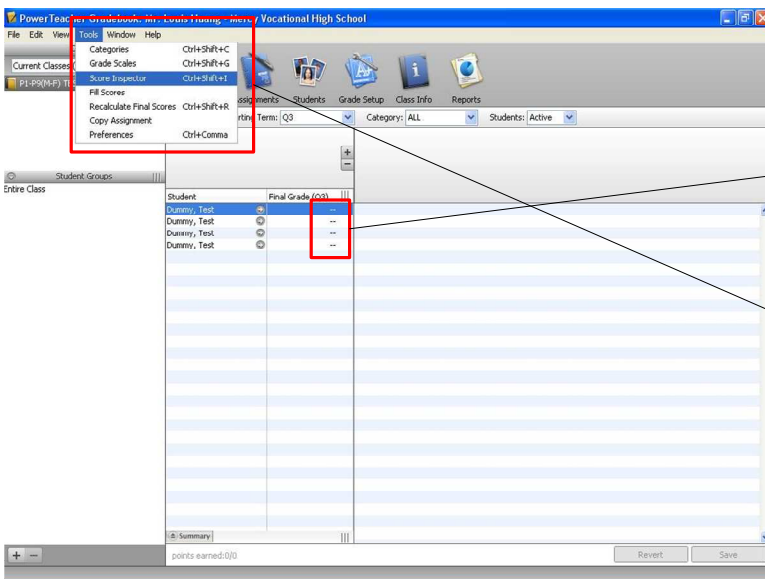


# How To Enter Final Term Grades in PowerTeacher Gradebook



**Step 1:**  
Once PowerTeacher Gradebook has launched, select “Scoresheet.”

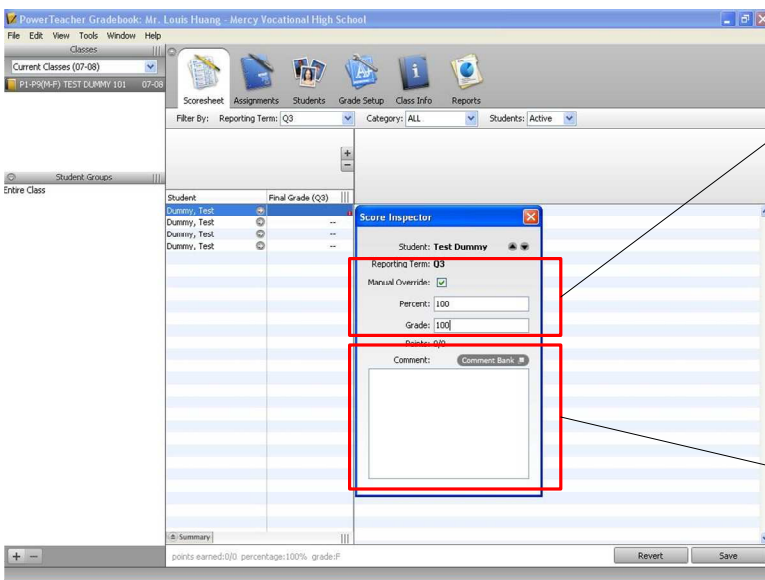
**Step 2:**  
Under “Reporting Term,” please select the appropriate current grading term (currently Q3).  
Be sure that the “Reporting Term” is set on the correct term when you switch between classes.



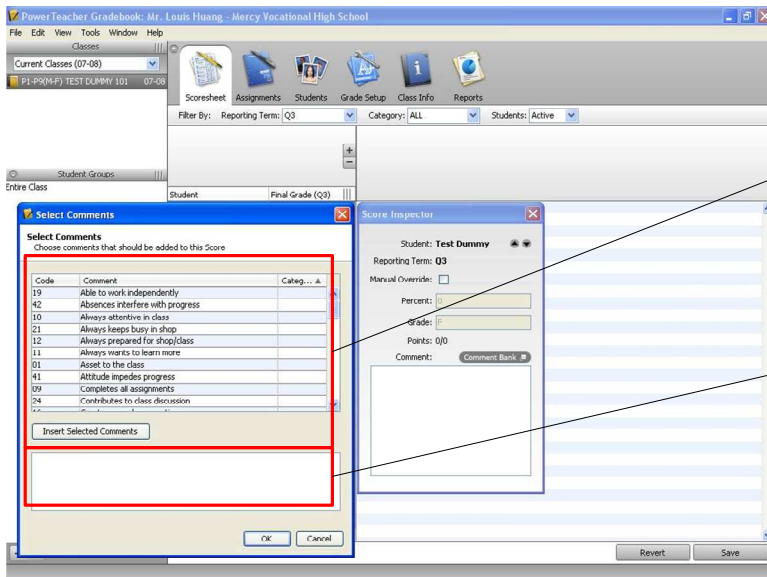
**Step 3:**  
Select a student by clicking on the double slash mark next to the student’s name.

**Step 4:**  
Go to the “Tools” menu and select, “Score Inspector.”

**Step 5:**  
Be sure that “Manual Override” is check marked.  
For those grading on 0-100 scale:  
Percent = Grade  
For those grading on S/U scale:  
Percent: 100 / 0  
Grade: S / U  
For those grading on a A-F scale:  
Percent: 95 / 85 / 75 / 65 / 0  
Grade: A / B / C / D / F



**Step 6:**  
For comments, you can type in your own comments in the space provided here or select “Comment Bank.”

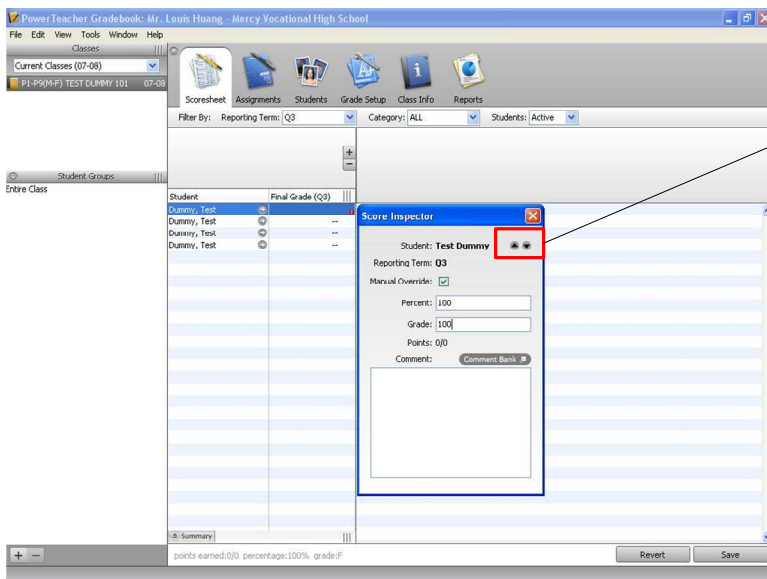


Step 7:

When you click on “Comment Bank,” you can either select a comment or comments and then click “Insert Selected Comments”

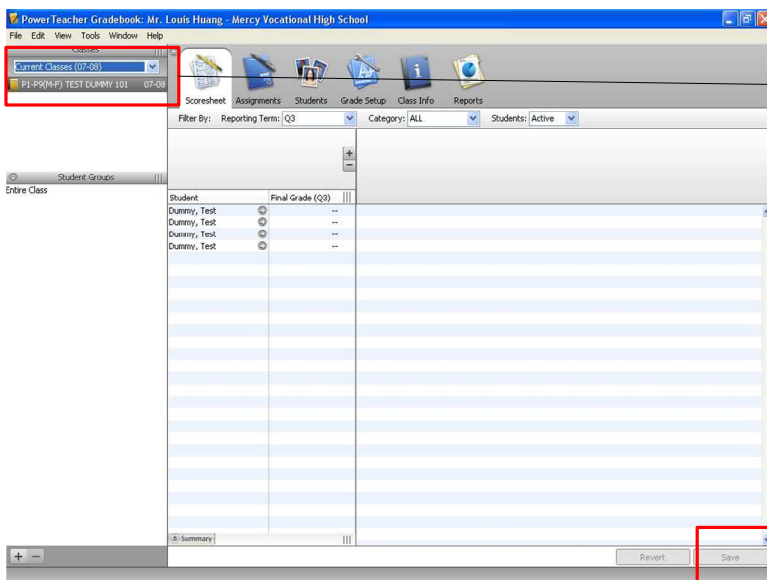
Or

You can type in your own comments in the space provided here



Step 8:

To move to the next student, you can use the “up” and “down” arrows to move up and down the list of students.



Step 9:

When you are done with a class, you can select a new class to input new grades.

Step 10:

Make sure you click on “Save” before you change to a new class or exit PowerTeacher Gradebook.