

Filling Final Grades

1. Click on the first student's final grade cell
2. From the **Tools** menu select **Fill Scores** (you may also right click and select **Fill Scores**)

The screenshot shows the PowerTeacher Gradebook interface for Megan Hatke at Glen Acres Elementary School. The 'Tools' menu is open, and 'Fill Scores' is selected. A callout box points to the first student's final grade cell, with the text: '1. Click on the final grade cell for the first student'. Another callout box points to the 'Fill Scores' option in the Tools menu, with the text: '2. From the Tools Menu Select Fill Scores'. The main window displays a table of students and their final grades for Q1.

| Students (19) | (Q1) Final Grade |
|---------------------|------------------|
| Allington, Abigail | -- n/a |
| Allington, Carley | -- n/a |
| Benavides, Catalina | -- n/a |
| Chavis, Kristina | -- n/a |
| Donahue, Megan | -- n/a |
| Espinoza, Elizabeth | -- n/a |
| Felty, Cameron | -- n/a |
| Garbay, Angela | -- n/a |
| Gomez, Rogelio | -- n/a |
| Gregory, Sydney | -- n/a |
| Hayashi, Takeshin | -- n/a |
| Hocke, Megan | -- n/a |
| Marinaro, Devang | -- n/a |
| Richards, Dylan | -- n/a |
| Wiley, Brendan | -- n/a |
| Wobles, Yovanni | -- n/a |
| Wright, Brent | -- n/a |
| Wright, Erick | -- n/a |
| Wright, Brandon | -- n/a |

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Filling Final Grades con't

1. Choose Students with no grades or Replace all – either will work since there are no grades
2. Place a check mark in front of Manual Override
3. Place a check mark in front of Grade and add the most common grade

The screenshot shows a dialog box titled "Fill Final Scores" with a close button (X) in the top right corner. The main title is "Fill Final Scores" and the subtitle is "Fill final scores and comments".

Choose which final grades to fill:

- Students with **No Grade**
- Replace **Manually Overridden Grades**
- Replace **All**

Below this are two tabs: "Scores" and "Comments".

Choose one or more values to fill:

| | |
|-------------------------------------|------------------------------------------------------|
| <input checked="" type="checkbox"/> | Manual Override: <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Percent: <input type="text"/> |
| <input checked="" type="checkbox"/> | Grade: <input type="text" value="5"/> |
| <input type="checkbox"/> | Comment: <input type="text"/> |

At the bottom are buttons for "?", "OK", and "Cancel".

Callouts:

- 1. Either Students with no grade or Replace All will work here
- 2. Click Manual Override (need both checks)
- 3. Type the most common grade – that is what will be filled
- 4. Click OK

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Changing Final Grades

- Click on the Student for which you would like to change the grade
- Change the Grade from S to either E, N, or U.
- Once you change the grade you may arrow down to the next student or click close.
- Comments will for science and social studies will not be on the grade card –please add to the homeroom comments.

PowerTeacher Gradebook: Megan Hatke - Glen Acres Elementary School

File Edit View Tools Window Help

Student Groups

Active (19)
Dropped (0)

Reporting Term: Q1 Mode: Assignments

Q1 In Progress

| Students (19) | (Q1) Final Grade |
|---------------------|------------------|
| Allington, Abigail | S 85% n/a |
| Allington, Carley | S 85% n/a |
| Benavides, Catalina | S 85% n/a |
| Chavis, Kristina | S 85% n/a |
| Donahue, Megan | S 85% n/a |
| Espinoza, Elizabeth | S 85% n/a |
| Felty, Cameron | S 85% n/a |
| Garibay, Angela | S 85% n/a |
| Gomez, Rogelio | S 85% n/a |
| Gregory, Sydney | S 85% n/a |
| Inayoshi, Takeshin | E 85% n/a |
| Locke, Megan | S 85% n/a |
| Parmar, Devang | S 85% n/a |
| Richards, Dylan | S 85% n/a |
| Riley, Brendan | S 85% n/a |
| Robles, Yovanni | S 85% n/a |
| Scott, Brent | S 85% n/a |
| Silva, Erick | S 85% n/a |
| Wireman, Brandon | S 85% n/a |

Categories: ALL, Homework, Project, Quiz, Test

Final Grade dialog box:
Student: Abigail Allington
Reporting Term: Q1
Score: 85
Grade: S
Points: n/a
Comment: [Text Area]
Buttons: Clear, Close, Revert, Save

points earned:n/a percentage:85% grade:S

Abigail L. Allington

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Questions

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