

End of Year Grades

Please read the following directions and checklists carefully. 😊

Helpful hints and reminders before you get started:

a.) Manual Override directions:

- 1.) Right click the student's final score
- 2.) Choose "Show Score Inspector"
- 3.) Choose the manual override box
- 4.) Change the grade in both the "grade" box and the "percent box"
- 5.) Add a comment if necessary (write your own or use the comment tab to use an ABSS generated comment)
- 6.) Click close

b.) Attendance:

- 1.) If you are having an attendance or behavior issue with a student and you have concerns in regards to the 60 policy, you must see Todd as soon as possible.
- 2.) You will be personally notified if a student is passing your class, but is in attendance violation.

c.) General Housekeeping:

- 1.) Please print only the reports we ask for. Maria and I do not need to be tearing your homeroom rosters off of your verification sheets.
- 2.) Please proofread your verification sheets before you turn them in and ensure there are no blanks, mistakes, missing courses or extra courses.
- 3.) Ensure all students on your attendance roster appear on your grade verification sheets.
- 4.) If a student transferred in from another school and is missing a Q3 grade, it is your responsibility to get the grade from guidance and manually override it into your Q3 spreadsheet. The final average cannot be accurately calculated by PowerSchool if you fail to enter a Q3 grade.
- 5.) INC should **NOT** be used – put the earned grade (or 60) and add a comment if necessary
- 6.) Please be on time with the deadlines! We will not have any spare time this go around and getting the information accurate for graduation is critical.

d.) Grade set-up:

- 1.) Double check your set-up tab for each course – F1 folder should be set to Q3-40%, Q4-40%, E2-20%
- 2.) Make sure your grade categories and percentages are as you thought in both Q3 and Q4 folders
- 3.) All E2 folders should be set up to say "Test" 100%

e.) Deadlines:

- 1.) Complete the process listed below for Q4 as soon as humanly possible
- 2.) Complete the process for E2 as soon as you have exam grades to enter
- 3.) Be sure to remember and do the steps for F1 as soon as you are certain you are 100% finished with Q4 and E2

f.) Assistance:

- 1.) Please make every attempt to follow the step-by-step checklists below
- 2.) If you find a glitch and you need assistance please email Kristy with a time and location and she will do her best to get there. Please do not disrupt the testing process and come running with your laptop 😊

Q4 Grade Checklist

- _____ In the score sheet, make sure you are in the Q4 drop down menu
- _____ Look at the final averages column of each scoresheet and complete any manual overrides in order to adhere to the 60 policy – you must change the grade in the “percent” and “grade” fields
- _____ If a student transferred in please make sure you have obtained the incoming grade from guidance and complete a manual override (if necessary)
- _____ Add comments by using the manual override feature (you can create your own or use a precoded one from the 2nd tab)
- _____ Click “Q4 in progress” at the top of **EACH** of your course’s scoresheets and click “final grades complete”
- _____ Go to the reports tab and select “Final Grade and Comment Verification” - choose Q4 in the reporting term drop down menu at the bottom of the screen
- _____ In the Layout tab, select the box next to Signature line and hit run report (must be done for each course)
- _____ Print and read over each verification report and check the following:
 - _____ There are no blanks
 - _____ The grades in both columns match
 - _____ All students on your attendance roster appear on the report

E2 Grade Checklist

- _____ In the score sheet, make sure you are in the E2 drop down menu
 - _____ **The earliest date you can enter for this scoresheet is JUNE 10th regardless of the date of the actual exam**
 - _____ If a student was exempt from your exam:
 - _____ Right click in the cell for the grade and choose “score inspector”
 - _____ Click the box next to exempt and also write “exempt” in the comments box
- *Helpful hint: copy and paste the word “exempt”

*Students can only be exempt if they meet the following criteria:

- _____ Senior
- _____ Had an A average the first 9 weeks and an A average the second 9 weeks
- _____ Took a teacher-made final exam
- _____ Add comments if necessary by using the manual override feature
- _____ **You will NOT be able to click “E2 in progress” it will say “E2 not started” – don’t worry about it**
- _____ Go to the reports tab and select “Final Grade and Comment Verification” - choose E2 in the reporting term drop down menu at the bottom of the screen
- _____ In the Layout tab, select the box next to Signature line and hit run report (must be done for each course)
- _____ Print and read over each verification report and check the following:
 - _____ There are no blanks
 - _____ The grades in both columns match
 - _____ All students on your attendance roster appear on the report

F1 Grade Checklist

- _____ In the score sheet, make sure you are in the F1 drop down menu
- _____ Ensure the grades are to your liking (use manual override if necessary)
- _____ Click “F1 in progress” at the top of **EACH** of your course’s scoresheets and click “final grades complete”
- _____ Go to the reports tab and select “Final Grade and Comment Verification” - choose F1 in the reporting term drop down menu at the bottom of the screen
- _____ In the Layout tab, select the box next to Signature line and hit run report (must be done for each course)
- _____ Print and read over each verification report and check the following:
 - _____ There are no blanks
 - _____ The grades in both columns match
 - _____ All students on your attendance roster appear on the report

FINALLY:

- _____ Sign and date the line on each course’s set of verification sheets
- _____ Staple your courses in block order (i.e. Block 1 Q4, E2, F1 should be stapled in that order)
- _____ Submit to Maria Ingle (the sooner the better!)