

Grade Verifications

Gradesmust be verified using the "Final Grade Status" popup within the PowerTeacher **Pro gradebook. To access, navigate to**

Grading>Traditional Grades or Grading Comment Verification

page using the "Final Grade Status" popup; to que the popup, click the "Final Grade **S**tatus" button on the bottom right of the screen:



Put a checkmark in the box and add a commentadministration (not visible on he report card) if you wish (optional), then click Save.



Online Grade Verifications Final Step: Teachers Please Read

WE <u>check the box that states **IF** i nal Grades **C** Complete and then hitting SAVE. This must be done for grade verifications to be "complete".</u>

In order to verify grades electronically, the **D**/E n the upper right of the 'Final Grade Status' popup, must be checked:



See the greencheck to the left? This must be complete and SAVED for your verifications to be complete.

Once this is checked, then saved, the button for 'Final Grade Status' will have a green check added to it as shown immediately below:



If the box is left unchecked, the green check will not be added in the gradebook, and the grade will reflect <u>'Not Verified'</u> in the admin report:

			Fina	l Grade Stat	us			
		I			5.2			
Reporting Term	Teacher Name	Period/Day	Course Number	Course Name	Section Nume of the	Verified Status	Verified Date	Teacher Status Comment
3	Blain, Barbara	2(A)	EL101	1st Grade English	12	Not Complete	3/30/2020	Grades have been verifie

The screenshot above includes a sample of a grade that is verified and one that is not. In this example, the teacher put a comment in and saved, but did not check the box that 'Q1 Final Grades are Complete'; in the second example, the box was checked as indicated by "complete" in the verified status.