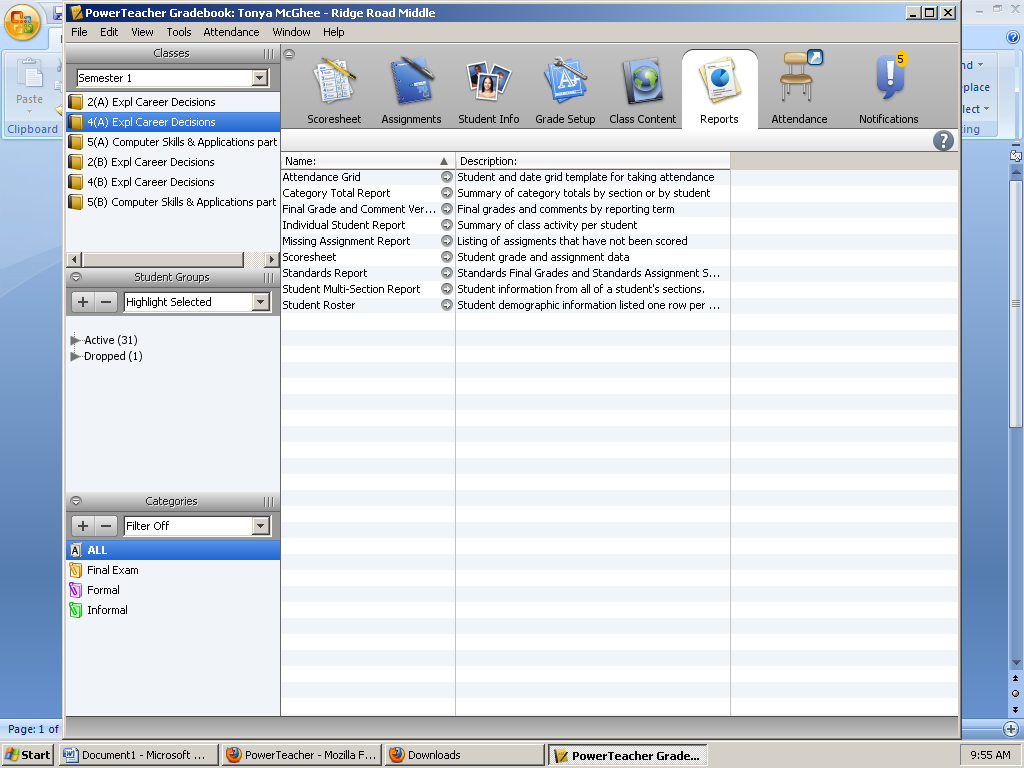
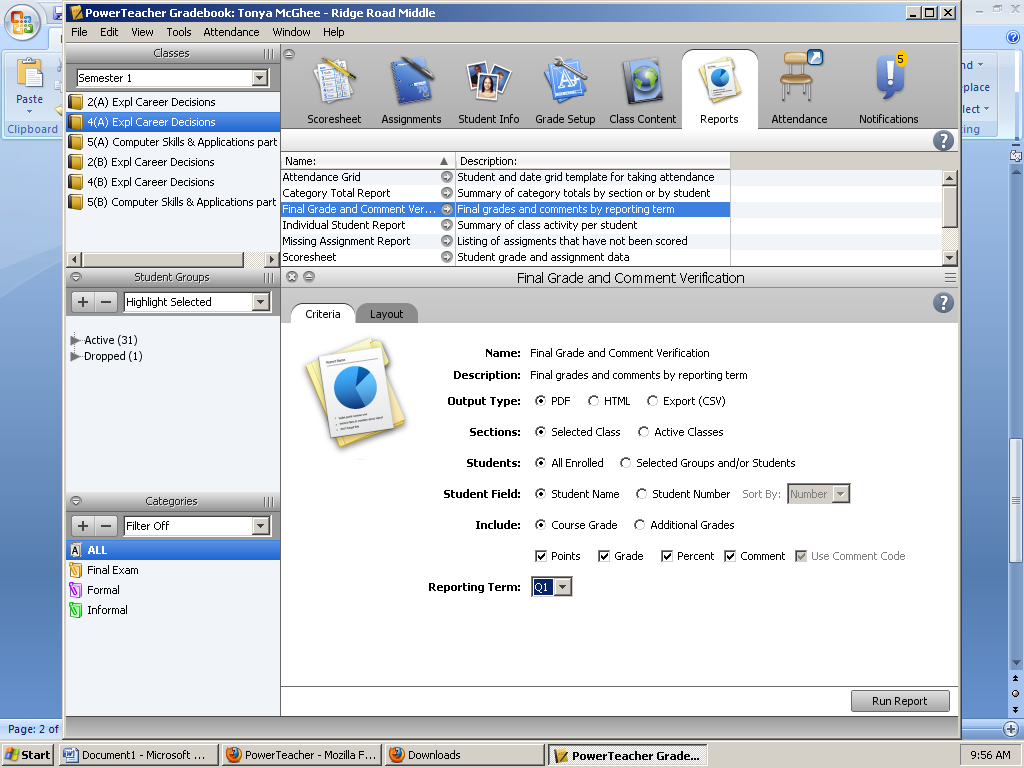
**Powerschool: How To Finalize Grades for Report Cards**

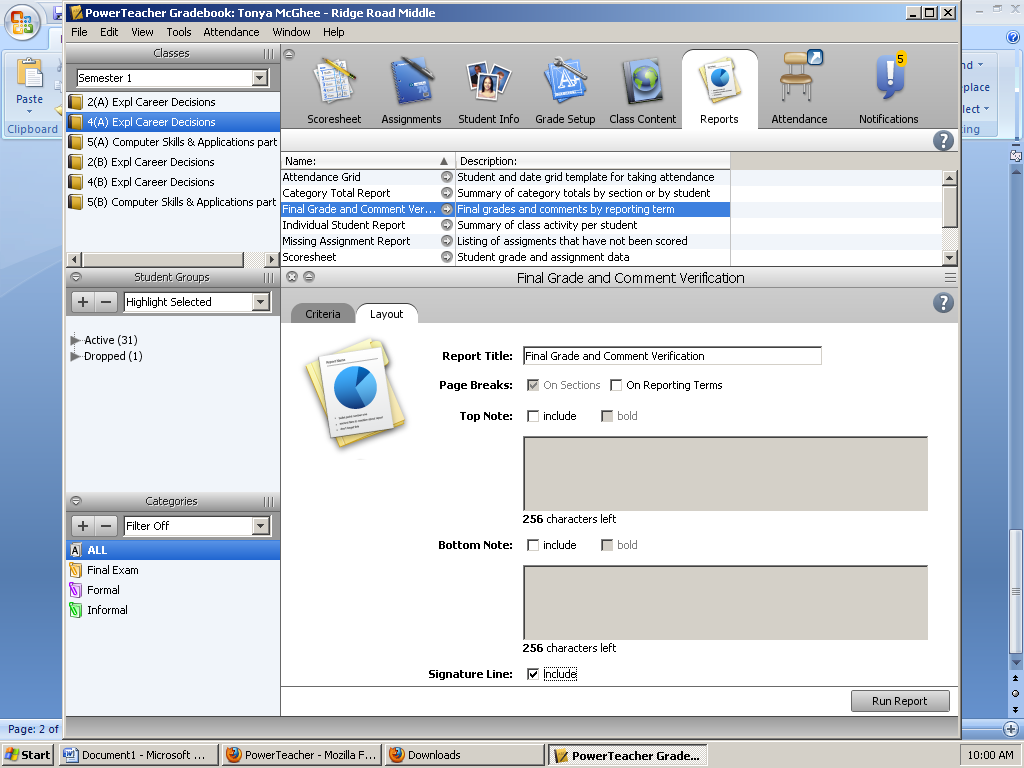
1. After launching Gradebook, click on **Reports**



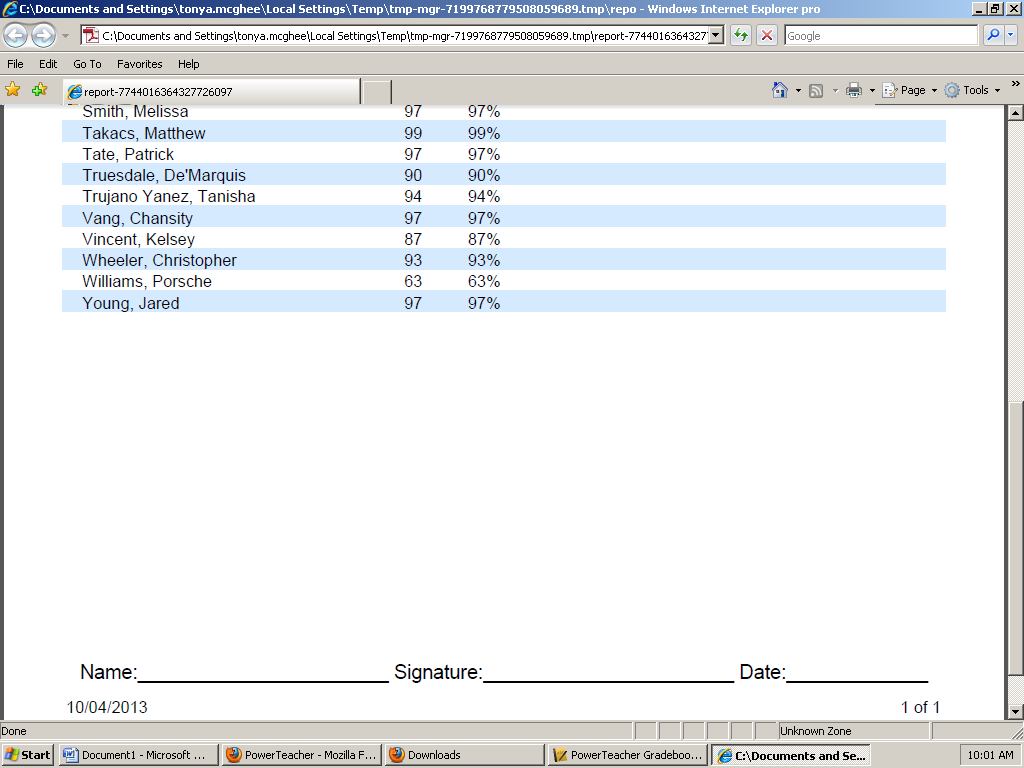
1. Double-click on **Final Grade and Comment Verification**. Leave all the default check marks and change the **Reporting Term** to **Q1**. **DO NOT CLICK ON RUN REPORT YET. Go to the next step.**



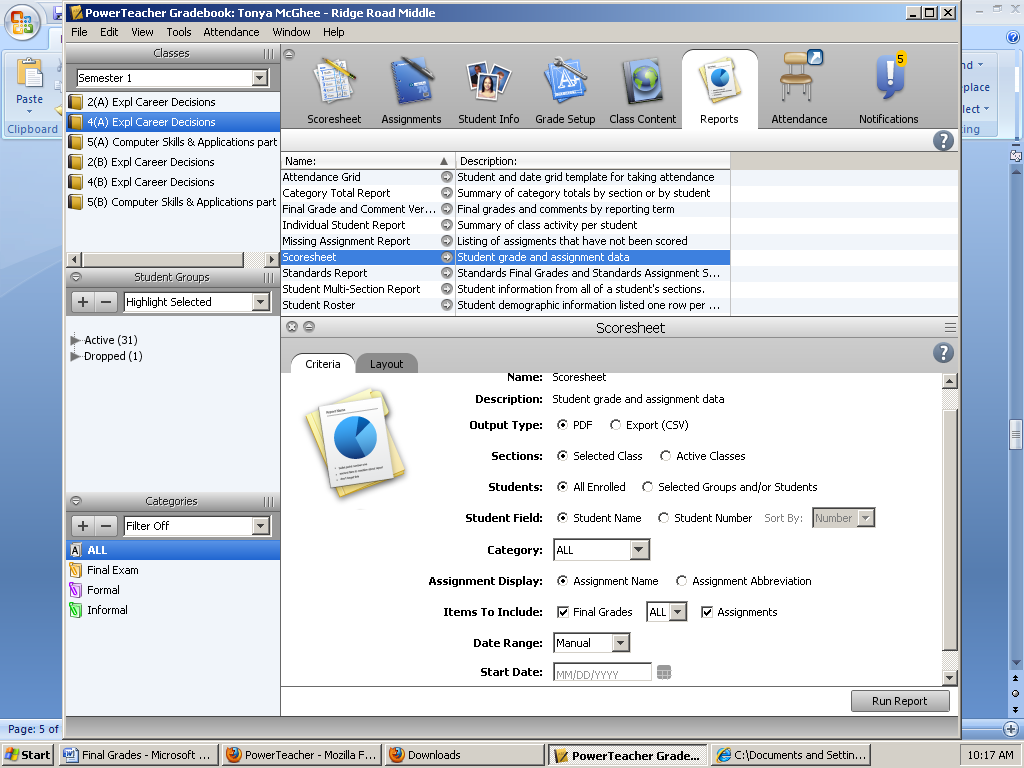
1. Now go to **Layout Tab** on the same screen and check the **Signature Line** box. **The signature line must appear on this report.** Next, click **Run Report** and OK



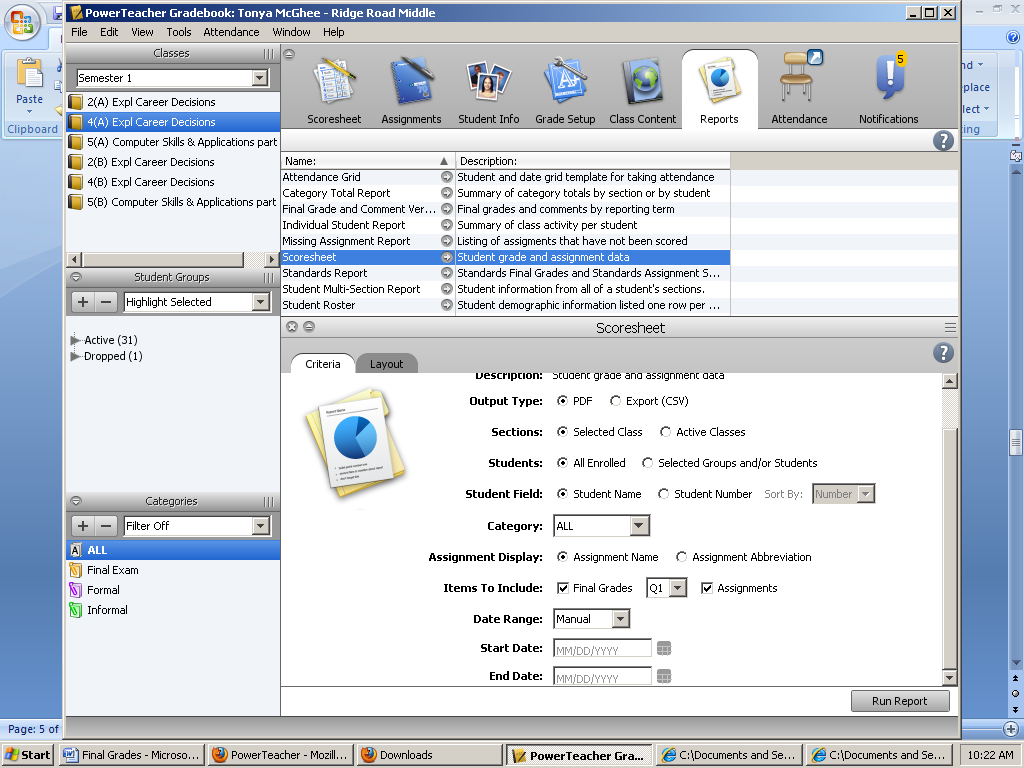
1. The report will show the student’s name and final numerical grade. Print, sign, and date.



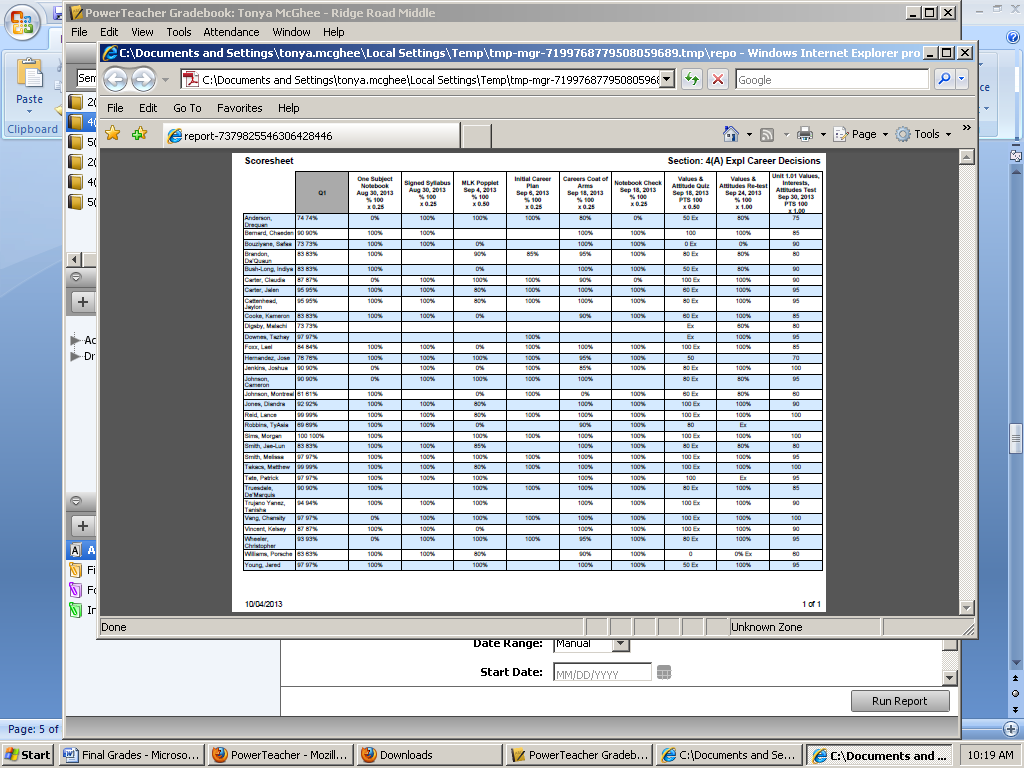
1. Now go back to **Reports** and Double-click on **Scoresheet**



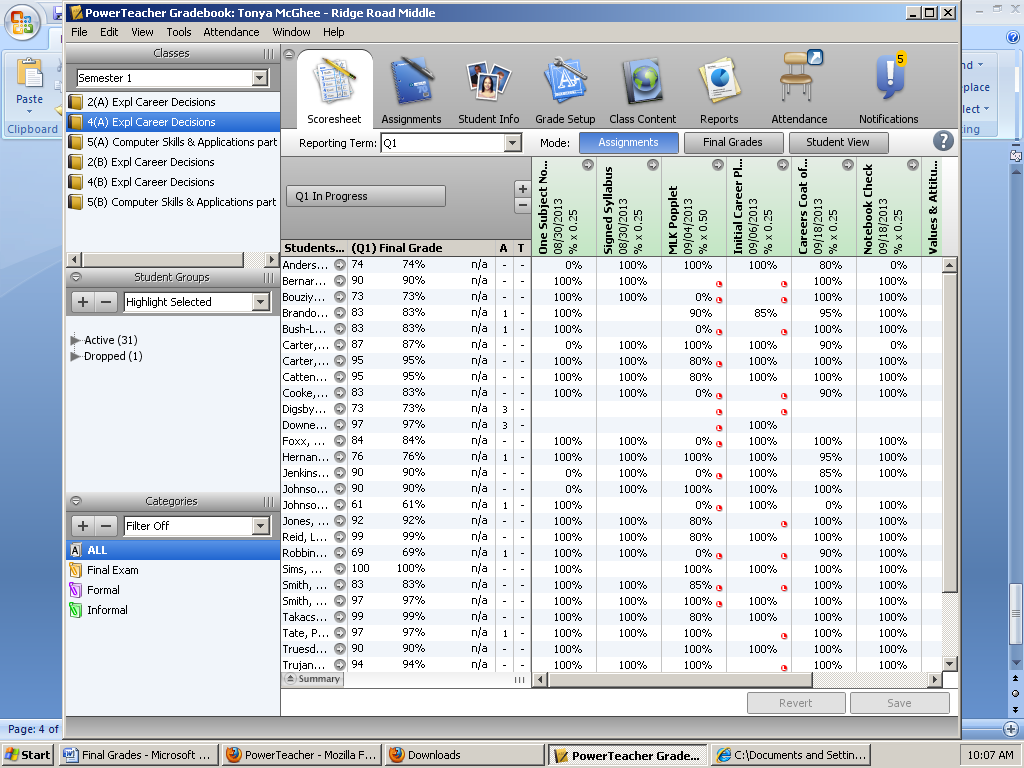
1. On the line for **Items to Include**, change All to **Q1.** Click **Run Report** and OK.



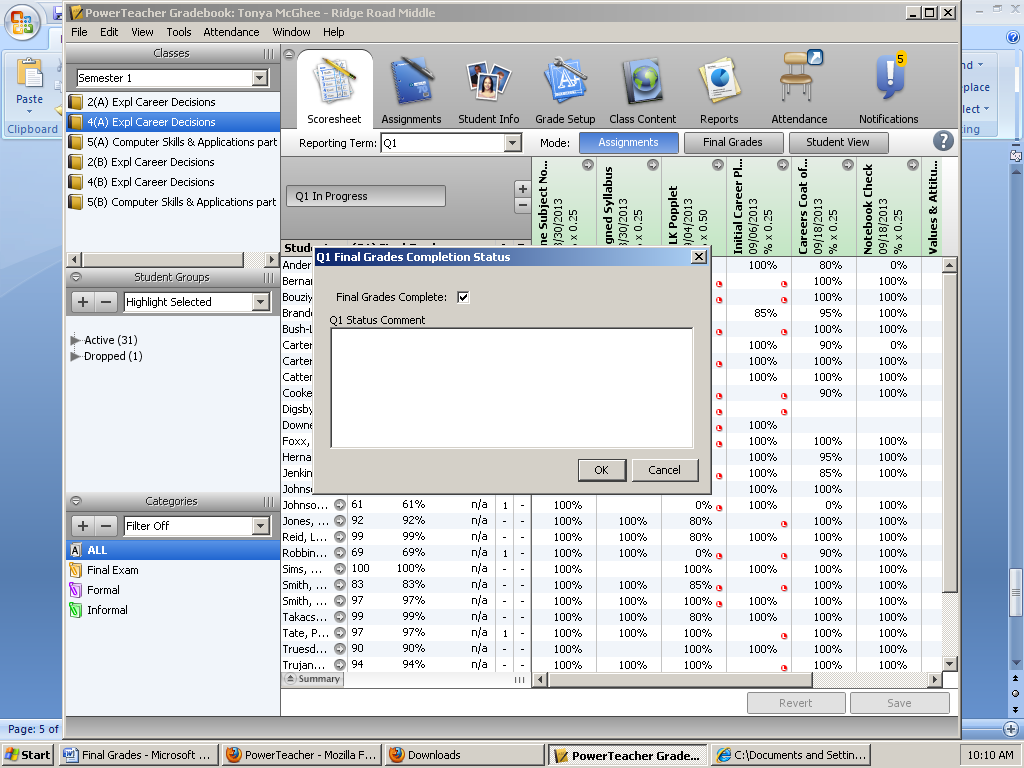
1. The entire gradebook for the class will generate. Print and attach to the Final Grade Sheet.



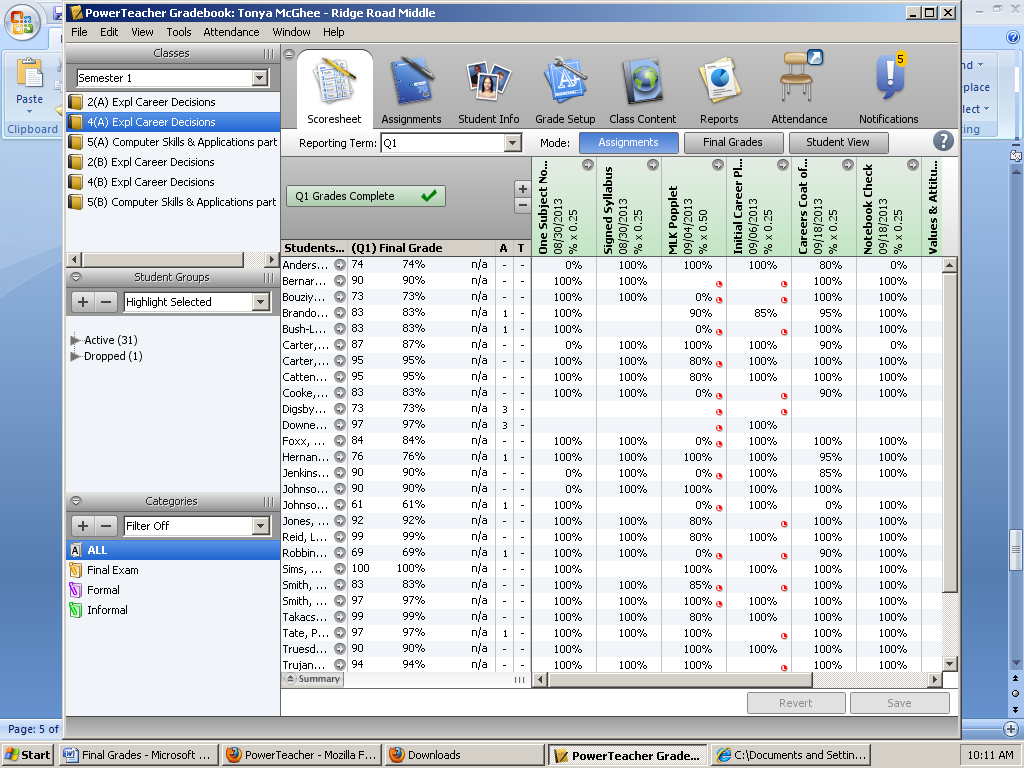
1. Finally, click on **Scoresheet**. The **Reporting Term** box should be changed from F1 to Q1.



1. Click on **Q1 in Progress** and the check the **Final Grade Complete** Box. Click OK.



1. The Q1 In Progress Box should now state **Q1 Grades Complete** and it should appear in Green.

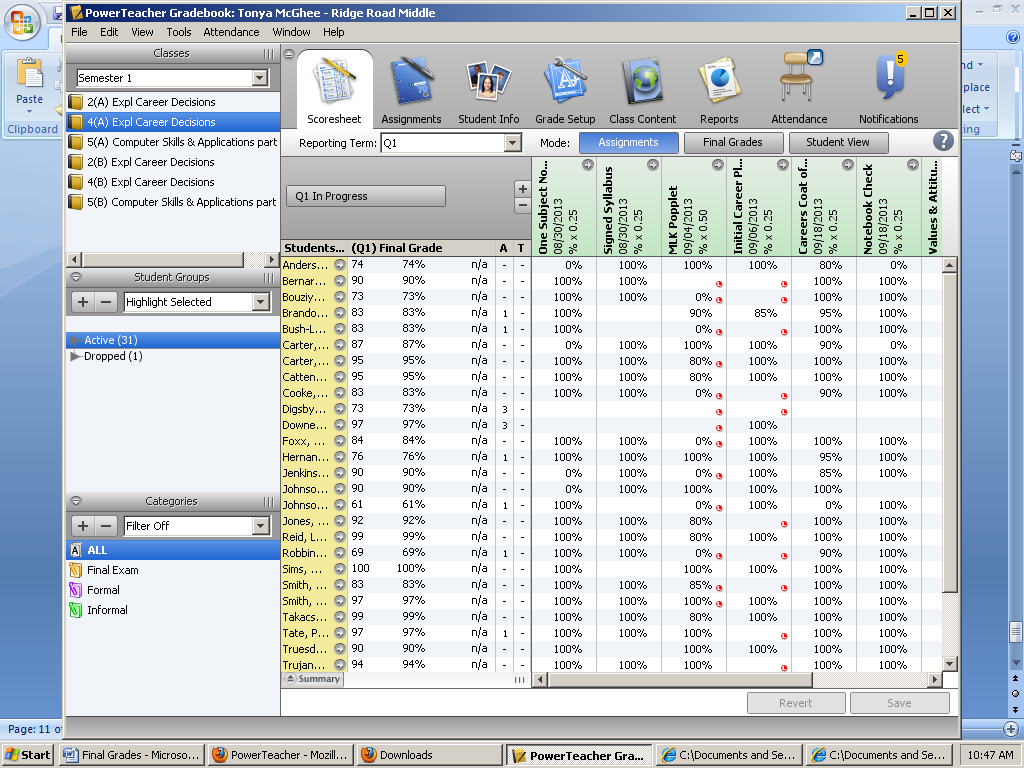


1. Congratulations, you’ve finalized grades for one class. Now follow the same steps for your other classes.

**Important Notes:**

* If you need to add or change a grade after reports have been generated, go back to step #8 and click on **Scoresheet.** Click on the green **Q1 Grades Complete** box. Uncheck the **Final Grades Complete** box and click Ok. **Q1 In Progress** should now appear in gray. You must now generate your reports again starting with step #1.
* The Data Manager must still provide incoming grades for students new to Ridge.
* There is still a software glitch that will now show an alphabetical grade. Powerschool representatives will inform schools when this glitch has been resolved.
* Students who changed classes WITHIN the school during the quarter:
  + If the original teacher had grades for the student while he/she was in their class, the original teacher must provide the new teacher with the grade. To find the grade

1. Click on **Dropped**



1. Change Highlight Selected to **Filter Selected**. The student’s grade is now available.

