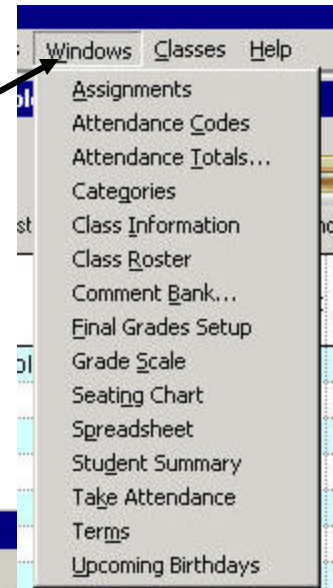


Creating Quarter Grades Using PowerGrade

Your Final Check List to Quarter Grades

- Are your grades in the Q1 column?
- Do letter grades show in the Q1 column?
- Do you add the comments you wanted?
- Did you remember your TA's?
- Did you want to print your grades for your own verification?

Please check your due date with your site. Start early. There will be no grade verifications printed for you. You may print your own. After the deadline please wait until Friday at noon before putting any more grades into the Q1 column of PowerGrade. This will give the admin tech a chance to print grades and back up files. If you need to change a grade see the records clerk.



Making Quarter Grades

1. Open Citrix and PowerGrade.
2. Open a class.
3. Find pull down menu under “windows” tool bar at top.

Note: For each class you must create one category and one assignment.

4. Select “Categories.”
5. Select “Progress Grades” (by clicking on the words in the left window) and change it to category name: “Quarter Grade” and Abbreviation: “Q1”.
6. Click on Accept button and then close window by clicking on “X” in upper right corner.
7. Go back to “Windows” tool bar and pull down to select “Assignments.”
8. Make sure Category Name shows “Quarter Grade.”
9. Select “Progress Grade” and change it to “First Quarter Grade.”
10. Make your abbreviation: “Q1.”
11. Pts. Possible should be **“100.”**
12. Make sure the date is 10/18/02 in the Date due window.
13. Click on “Accept” button and then click on the close button.

OVER →

14. Enter your quarter grades over your previous scores as a numerical value out of 100 on your spreadsheet. The score and grade will automatically go into the Q1 column.

NOTE: These are fictitious grades!

	Name	Q1	Q2	S1	Q1 Oct 18 Q1
1.	Al-Salem, Mishary Stewart	C (75) 75/100	(0) 0/0	C (75) 75/100	75
2.	Aronovsky, Lisa Meryl	B (88) 88/100	(0) 0/0	B (88) 88/100	88
3.	Ash, Bailey Rose	A- (90) 90/100	(0) 0/0	A- (90) 90/100	90
4.	Babiak, Eva Rose	B (82) 82/100	(0) 0/0	B (82) 82/100	82
5.	Blaustein, William	B (85) 85/100	(0) 0/0	B (85) 85/100	85

Adding Comments

1. Double click on number to left of students name. Mac users should hold down the apple or control key.
2. Comment window will appear.
3. Make sure pull down window "Comment Type" shows "School Comment."
4. You may select up to three comment codes by double clicking and/or create a short comment of your own.
5. After each comment hit the RETURN key so comments do not run together.

- ANI attitude needs improvement
- AT excessive absences/tardies
- BNI behavior needs improvement
- CR credit reduced/poor attendance
- CT please call teacher
- CU comes to class unprepared
- DOF danger of failing
- E enjoy having this student in class
- EX student doing excellent work
- FEA failed/excessive absences
- GR grade reduced/absences -tardies
- I assignments incomplete
- NI test scores need improvement
- NT needs tutorial/extra help
- PA positive attitude
- PM needs to participate more
- SU fails to suit up
- UT needs to use time better
- WBP works below potential
- WH works hard
- WI work improving in this course

Manual Override

1. If you need to give Credit (CR), No Credit (NC), Incomplete (I), or No Mark (NM) use the Manual Override feature.
2. Double click on the grade you want to override in the Q1 column.
3. Check the Manual Override box.
4. Highlight the letter grade and then type in the mark you want.

Want to Print?

1. Go to "rodmilstead.com/pg"
2. Click on "how to".
3. Click "reports" or "how do I print my reports."
4. Follow directions and see the numerous variations of reports that you can create.

Complete the final checklist when finished.
WANT SOME MORE HELP?
 Go to rodmilstead.com/pg